

# Readiness Checklist

## Leadership & Support

- We know who needs to approve or support this work.
- Leaders understand the basic idea of the HOPE framework, even if they are still learning.
- We have received explicit approval to move forward.

## Staff Time & Energy

- We have a realistic sense of how much time staff can give.
- We are planning work that fits into existing roles where possible.
- We are trying to avoid adding work “on top of everything else”.

## Size & Scope

- We are starting with a small, focused project.
- The work feels doable within our current capacity.
- We are okay learning and adjusting as we go.

## Support & Connections

- At least one person can help carry or coordinate this work.
- We know where we might need outside support or guidance.
- We have a HOPE Champion who can assist us with implementation.

## Pace & Expectations

- We are not trying to change everything at once.
- We expect progress to be uneven.
- We are leaving room to slow down if needed.

*If you can not check all these boxes, that does not mean you should stop. It may mean starting smaller, focusing on learning, or spending time building support first.*