



Agreement Before Action Checklist

A startability test for improvement work

Companion resource for The Execution Reliability Advantage

Purpose

This checklist helps leaders determine whether an initiative is ready to start. Many execution problems appear late, but they are created early when objectives, measures, roles, resources, decisions, and cadence are not clear.

How to use this resource

Use this before launching a project, workshop, training program, process redesign effort, technology effort, or advisory engagement.

Startability Questions

Element	Question	Status
Business condition	Can leaders describe the condition that must improve in two or three sentences?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly
Objective	Is the target condition clear enough to guide action?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly
Measures	Are two or three measures defined and accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly
Value	Is the business value or risk of improvement understood?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly
Scope	Are boundaries clear enough to prevent drift?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly
Ownership	Does one leader own the condition and the result?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly
Decision rights	Are the decisions that may be required understood?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly
Resources	Will people have time and support to do the work?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly
Cadence	Is there a review cadence for progress, barriers, and follow-through?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly
Follow-through	Is it clear how completion will be verified and sustained?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly

Agreement Before Action Summary

Question / prompt	Notes / evidence / decision
What are we trying to improve?	<hr/> <hr/>
What result would make this effort worthwhile?	<hr/> <hr/>
What are the measures?	<hr/> <hr/>
Who owns the result?	<hr/> <hr/>
What decisions or resources must leaders provide?	<hr/> <hr/>
What cadence will be used?	<hr/> <hr/>
What could prevent this work from starting well?	<hr/> <hr/>

Startability check

If several answers are "No" or "Partly," the work may not be ready to start. The next leadership action is to strengthen agreement, not to push the activity forward and hope the gaps resolve themselves.

Launch Decision

Decision	Notes
<input type="checkbox"/> Ready to start	Conditions:
<input type="checkbox"/> Ready with adjustments	Adjustments needed:
<input type="checkbox"/> Not ready	Issues to resolve first: