

Readiness Score Card

On a scale of 0-10 score the efficiency of the current process or system for test lab management. Zero will indicate manual, inefficient aspects. Ten will indicate automated, effective aspects. Add up the scores from all three sections to identify the readiness and the urgency for an improved solution. The score of 60 or lower indicates an urgent need. The score of 61-130 indicates medium urgency. The score of 131 or higher indicates low priority.

		0	1	2	3	4	5	6	7	8	9	10
Performance of the current system	Data entry and processing											
	Workflow efficiency and workflow documentation											
	Clarity of user roles and assignments											
	Automation of tasks and notifications											
	Documentation capture											
	Scheduling of equipment, personnel, and other assets											
	Total score for this section											

		0	1	2	3	4	5	6	7	8	9	10
Reporting cadence and accuracy	Reporting cadence											
	Ad hoc reporting											
	Comparative reporting for YOY or quarterly performance analysis											
	Visual reporting tools											
	Analysis of the measurement data after processing											
	Ease of data export and formatting											
	Reporting accuracy											
	Total Score for this section											

In this section, assign **zero score** to the aspects that require additional budget or take up a **large** portion of an existing budget. Assign **ten score** to aspects that take up the **least** amount of money.

		0	1	2	3	4	5	6	7	8	9	10
Costs associated with testing	Hiring of additional staff per project basis or overtime payments											
	Clear visibility of resource allocation											
	Slowed down development due to inaccurate data sets											
	Sunk costs from wrong or missing data											
	Waste of personnel time on manual operations											
	Total score for this section											