

CSED : In-house vs External (or Reorganisation) Readiness Checklist

Reasons for considering reorganising/externalising	Enhance effectiveness by focussing on what you do best	Not important	Minor objective	Major objective	Primary objective
	Increase flexibility to meet changing requirements	Not important	Minor objective	Major objective	Primary objective
	Enable a broader transformation agenda	Not important	Minor objective	Major objective	Primary objective
	Improve service user satisfaction	Not important	Minor objective	Major objective	Primary objective
	Improve operating performance (productivity)	Not important	Minor objective	Major objective	Primary objective
	Obtain expertise and skills	Not important	Minor objective	Major objective	Primary objective
	Improve management and control	Not important	Minor objective	Major objective	Primary objective
	Reduce investments in assets (& free up resources for other uses)	Not important	Minor objective	Major objective	Primary objective
	Reduce costs through provider superior performance and lower cost structure	Not important	Minor objective	Major objective	Primary objective
	Turn fixed costs into variable costs (increase flexibility)	Not important	Minor objective	Major objective	Primary objective
	Overcome resistance to change	Not important	Minor objective	Major objective	Primary objective
Stated organisation policy	Not important	Minor objective	Major objective	Primary objective	
Other :	Not important	Minor objective	Major objective	Primary objective	
Commitment to change	Proposed timescales to completion	Within next 6 months	Within next 12 months	Within next 18 months	Within next 24 months
	Level of commitment to change	Exploring only	Recognised need	Commitment to change	Commitment to outsource
	Alternatives considered	Not thought about them	Alternatives exhausted	Informally explored	Formally evaluated
	Level of organisational alignment to objectives for reorganising	Don't know	Within dept	Across executive	Across organisation
	Level of internal knowledge about consideration to reorganise	Dept core team only	Executive management	X-functional core team	Widely known
	Level of union/staff engagement	None	Informal discussions	Formal notification	Full participation
Mobilisation status	Mobilisation of reorganisation team	No-one yet allocated	Nominated project mgr	Nominated key leads	Mobilised project team
	Status of planning	Nothing formal	High level outline	Detailed draft	Approved plan
	Level of market analysis / readiness to accommodate change	Nothing yet done	Experience led assess.	High level analysis	Detailed analysis
	Level of market place awareness of option to reorganise	None	Signalled possibility	Preliminary discussions	Initiated tendering
Scope definition	Contract structure readiness (if externalising)	Nothing yet done	Previous experience	Outline terms	Full contract package
	Status of definition of scope under review	Verbally defined	Written outline	Draft specification	Approved specification
	Status of definition of organisation under review	General principles	Affected departments	Affected groups	Affected individuals
	Status of analysis of service users affected by review	Not yet assessed	Volumes known	Groups identified	Individuals identified
	Status of communications planning	Not yet started	Stakeholders identified	Planning started	Comms plan available
Data readiness	Organisation / scope	Not yet started	Intent notified	Collection underway	Most data available
	Finance	Not yet started	Intent notified	Collection underway	Most data available
	HR / personnel	Not yet started	Intent notified	Collection underway	Most data available
	Contracts/Commissioning	Not yet started	Intent notified	Collection underway	Most data available
Approach	Likely level of internal cooperation with 3rd party	Not known	Resist / obstruct	Low priority compliance	High priority willingness
	Level of agreement to proposed agenda	Not acceptable	Major changes	Minor changes	OK as is
	No Go areas identified	Not thought about them	Identify during visit	Will prepare before visit	Already known