

Situational Analysis Checklist

To acquire knowledge and establish an understanding of your situation and your team's situation in the business, meet with three stakeholders. In each case, you are trying to learn about your role, expectations for results, and who has what authority.

1. Meet with your Supervisor

- What is the desired outcome?
- When must it be accomplished? Timeframe?
- What is my budget? Available resources?
- Any constraints?
- What made my predecessor successful or unsuccessful
- What could help me make a quantum leap?
- Clarify whether it's a startup, turnaround, growth, steady
- Verify responsibility and authority ... clearly define the role, expectations, your authority, what you can do and not do

2. Meet with your peers to get their perspectives

- What are the keys to my success in this role?

3. Meet with key members of your team

- What worked in the past?
- What didn't work?
- What do we need to do to be successful?