Organizational Reset Checklist — Caribbean Edition

A simple, practical guide to assess the strength of your organization's systems.

Every organization needs moments of reset. This one-page checklist helps Caribbean leaders quickly assess where clarity, structure and modern systems are strong...and where the next step in strengthening the organization should begin.

Leadership & Governance
- Clear roles & decision-making
- Updated policies
- Leadership alignment routine

Strategy & Planning
- Current strategic plan
- Annual goals + KPIs
- Quarterly review rhythm

Operations & Systems
- Documented core processes
- SOPs accessible to staff
- Tools supporting daily work

People & Culture
- Updated job descriptions
- Onboarding process
- Regular performance check-ins

Finance & Compliance
- Financial controls
- Budgeting process
- Compliance procedures

Technology
- Secure digital tools
- Cloud storage
- Backup & cybersecurity basics

Monitoring & Evaluation
- KPIs defined
- Data collection system
- Regular reporting

Stakeholder Engagement
- Updated stakeholder map
- Communication plan
- Feedback channels

Reset Score (0–2 per section)
0–8: High-risk · 9–12: Emerging · 13–16: Stable · 17–20: Strong

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