

## **Self-Assessment Questionnaire**

**This self-assessment document will help you to determine whether your proposal is developed enough to define a more detailed project plan, and considers some of the wider elements in developing the idea. In simple terms, if you cannot answer these questions, then your project is probably not ready.**

A project can be defined as: a piece of planned work or an activity that is finished over a period of time and intended to achieve a particular purpose or output.

Projects need to deliver improved services to IOSH members, enhanced member benefit, delivery against the IOSH Strategy or further the IOSH vision.

Examples of projects include: developing a series of webinars; developing technical guidance (print or digital); developing or delivering industry surveys or other studies; developing training.

Normal group or branch governance activities such as arranging meetings and seminars, would not be classed as projects.

### **Project Initiation**

- Has the resource – time and money for the project been fully scoped? Full costings should be scoped
- Is there capability, resource and succession planning in place to ensure that the project will be completed on time?
- Can you provide evidence to support the need for your project?
- Have you defined the success factors for evaluating the project?

If an IOSH Network project

- Has the project been discussed and agreed by all members of the committee?
- Has the project been assessed against the most recent member survey?
- Has the project been identified as a priority by members?

If Non-Network project

- Is the project supported by an IOSH Network or member?

### **Project Alignment**

Which elements of the IOSH Work 2022 does the project address?

### **Research**

- Has market research been undertaken to identify similar products/services that may already be available?
- Have options for working collaboratively with partner organisations been explored or considered? Have you approached these organisations to confirm they are interested?
- Does the project meet the member benefit test (will this product, service or change deliver benefits to members and support the IOSH vision? Remember we are a global organisation and therefore we have global members)

## **Technical Guidance or Training**

If developing technical guidance or training can you:

- Define the audience (this should be a single, specific audience)
- Define the level the guidance or training will be aimed at against the [European Qualification Framework](#) (or equivalent)
- Define the specific learning outcomes
- Define the format of publication / method for training

## **Other Questions you'll need to consider for your project**

Is the project sector specific or universal?

Is the project country or region specific, or global?

Will the project require any ongoing maintenance, review or updating after completion? If yes, who will do this?

What are the risks associated with this project?

Exactly what support or input are you seeking from IOSH?

Is the project novel or highly innovative?

## **Next Steps**

If you have answered all these questions positively, then your project is probably ready for submission to IOSHs Project Approval Process. To find out more about this process, please contact:

- Relationship Manager (for Networks and members)