

1d Checklists

Short summary of characteristics

A checklist is used as an aid to ensure that a list of activities or items arranged in a consistent manner that are recorded as having been achieved or not. Checklists encourage a methodical approach, but can be simple or comprehensive in the topic/s covered and the obligation/s required.

Some checklists consist of basic questions, designed to be used flexibly, while being comprehensive in scope. Checklists are generally quick and easy to complete.

Stage that the tool is used

The stage of use of a checklist will depend on the topic the checklist covers. The concept of a checklist allows it to be used for a variety of topics and at different stages of a development. Checklists are generally only used at one stage.

Output from the tool

The majority of checklists involve tick boxes, to mark the accomplishment of an item on the list or the rating of a certain item. This therefore results in an output of a list of outcomes or a final totalled score.

Experiences of use

A checklist can comprise of simple list of questions with tick boxes for the answers to a comprehensive list of categorised questions, covering a range of issues including a scoring system to rate the overall outcome of a project.

Checklists are usually clear and straightforward tools to use providing the opportunity for all types of stakeholders to be involved in the completion and a way of providing results in a manner that can be understood at all levels of knowledge. There is no standard format for the checklist concept, and so the scope of a checklist is only as useful as the level of detail that is included.

Checklists generally do not provide a solution for problems identified, but simply provide a record as to whether an item has been considered. They are therefore useful for identifying issues that stakeholders may not previously been aware of.