

Getting Started with Implementing Talent Development Checklist

CHECKLIST

Key areas to consider for a successful rollout:

- Familiarize yourself with your Talent Development platform:
 - [Talent Development Overview](#) (Basic Goals)
 - [Talent Development Pro \(Advanced Goals\) Overview](#)
 - [Talent Development Pro \(OKRs\) Overview](#)
- Review the **Getting Started** documents

These will give more guidance on considerations for each feature to get your program up and running on Talent Development.

- [Getting Started with SMART Goals](#) (Basic & Cascading)
- [Getting Started with OKRs](#)
- [Getting Started 1-on-1s](#)
- [Getting Started with Feedback](#)
- [Getting Started with Recognitions](#)
- [Getting Started with Reviews](#)
- Assemble your project team
 - Project Owners (admins)
 - Champions (to assist in training & coaching)
 - Senior & Executive Sponsor/s
- Establish milestones & measure success
 - Program goals/milestones (include one for every feature e.g. reviews)
 - Implementation goals/milestones
 - Overall Future State for Talent Development Goals
- Communication & training plans
 - Create a Communication Plan

- Create a Training Plan
- Rollout plans for the first quarter
 - Determine Expectations
 - Determine Timing
 - Determine type of launch (e.g. soft or hard launch, pilot groups vs organization wide etc.)
- Evaluate, tterate and add on:
 - Gather success metrics and compare against milestones
 - Identify gaps & iterate programs as needed
 - Continue to next stage of the program & add programs to build your performance ecosystem