

Adoption and scaling checklist

| Area | What to Check During Adoption & Scaling | Status / Notes |
|--------------------------|--|----------------|
| Adoption Readiness | The pilot outcomes are clearly documented and understood | |
| | Decisions on what to scale, adjust or postpone are explicit | |
| | The process is stable enough for wider use (no major open issues) | |
| User Enablement | HR users understand their role in the scaled process | |
| | Managers know what is expected of them and when | |
| | Employees receive clear, simple instructions on how to use the process | |
| | Support materials (guides, FAQs, short instructions) are available | |
| Consistency of Use | The process is used in the same way across teams or user groups | |
| | Workarounds or parallel practices are actively addressed | |
| | Responsibilities and decision points are applied consistently | |
| Champions & Peer Support | Pilot champions remain actively engaged | |
| | Champions are visible and accessible to other users | |

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| | Positive pilot experiences are shared informally and formally | |
| Governance & Data Quality | Data protection and compliance rules are followed in daily use | |
| | Data ownership and accountability are clear at scale | |
| | Data quality remains stable as usage increases | |
| Adoption Signals | Usage levels meet expectations for the rollout phase | |
| | Feedback indicates acceptance rather than resistance | |
| | Issues are identified and resolved early | |
| Value Reinforcement | Quick wins and benefits are communicated to users and leadership | |
| | Observed benefits align with the defined success criteria | |
| | The process is perceived as an improvement over the previous state | |