

Instructions for Preparing for the SEA Guided Self-Assessment

1. Ensure that you have all materials; Instructions for Guided Self-Audit Sheet, SEA Criteria, SEA Roadmap, Self-Assessment survey, and New Forward. Download using the SEA Certification link on the SEA website. <http://www.seaonline.org/Training/Certification.htm>
2. Select team members – assign a process owner for each process in stage one of the Roadmap. A process owner is someone who understands the process area to be assessed.
3. Distribute the preparation materials to each team member. Instructions should include the review of pages of the New Forward on process maturity.
4. Set a date for the Guided Self-Assessment – normally through your nomination process contact or if you do not know who your contact is, please email mickey@seaonline.org.
5. Attend the Guided Self-Assessment - during the guided assessment, process owners should record the status of their process using the Self-Assessment Survey. Significant gaps should be identified. The goal at this stage should be to accurately assess the maturity level for each process in Stage One (those process numbered 1.1, 2.1, or 3.1 only). Emphasis should be given to maturity levels that can be demonstrated through normal documentation.
6. Enter the survey data online in one session using the Self Assessment Survey link on the website – notify Hilda@seaonline.org once you have completed the data entry.