

Instructions for Preparing for the SEA Guided Self-Assessment

1. Ensure that you have all materials; Instructions Sheet, SEA Criteria, SEA Roadmap, Step-by-Step, from the SEA website located at <http://seaonline.org/Training/Certification.htm>.
2. Select team members – assign a champion responsible for each of the three tracks and process owners responsible for each process in Stage One of the SEA Roadmap.
3. Distribute the preparation materials to each team member. Instructions should include the review of pages 6-10 of the New Forward on process maturity.
4. Set a date for the assessment session with Jeff@seaonline.org or check the SEA website for a scheduled public session at <http://seaonline.org/Briefings/webcasts.html>.
5. Conduct the assessment – the guided on-line self-assessment consists of a short webcast presentation followed by an explanation of each of the Stage One Roadmap processes and criteria. There is an opportunity to ask questions during the session.
6. Conduct a final review – immediately after the webcast session the process owners and champions should rate each process and enter the data into the online survey. We suggest one person enter all data online.
7. Please direct questions or problems to <mailto:Jeff@seaonline.org>.
8. We will review your online survey and use the data to help you design the best approach to SEA certification for your company.