

Instructions for Completing the SEA Self-Assessment

1. Ensure that you have all materials; Instructions Sheet, SEA Criteria, SEA Roadmap, Self-Audit 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 champion responsible for each of the three process group tracks and process owners responsible for each process in stage one. If you wish to achieve certification above stage one you will have to assign process owners for each process identified in that stage as well. The same is true of stage three. Our recommendation is that you begin with the 11 stage one processes. A process owner is someone who understands the process maturity model and can lead the improvement of a process.
3. Distribute the preparation materials to each team member. Instructions should include the review of pages of the New Forward on process maturity. Set a date for the first review.
4. Conduct the first internal review – champions should conduct the review for each track and process owners should report out on the status of each process. Significant gaps should be identified. The goal at this stage should be to accurately assess the maturity level for each process. Emphasis should be given to maturity levels that can be demonstrated through normal documentation. No special documents should be created for the assessment.
5. Conduct a second internal review – in this review the goal will be to document the response that will be used for the online survey for each process.
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.
7. Conduct a final internal review – in this review the goal will be to document any actions required to get processes to level 3 or higher. These actions should be completed before requesting the onsite audit.
8. Please direct questions or problems to Michael@seaonline.org or call 949 476-1144 X308.