**CAP App**
Competency Acquisition Platform

# Checklist for an optimised people development process

Mark each item your department has in place today. The score and rating update automatically.

| ITEM | | IN PLACE |
|---|---|---|
| 1. | Learning material in one place, easy to find | Yes ☐ |
| 2. | Role templates with exactly what a particular role has to know | Yes ☐ |
| 3. | Individual development plans, based on role templates, with deadlines and trainers | Yes ☐ |
| 4. | Validation questions and tests for each subject in the role template | Yes ☐ |
| 5. | Skill matrix: centralised data to see what people know, for flexibility | Yes ☐ |
| 6. | Onboarding learning material, plan and evaluations | Yes ☐ |
| 7. | Statistics: trainings done per department, section, process subject and person | Yes ☐ |
| 8. | Statistics: see exactly where your weaknesses are, extracted from evaluations and tests | Yes ☐ |
| 9. | Legal trainings and validations: centralised data with notifications | Yes ☐ |
| 10. | Succession plan for each individual | Yes ☐ |

SCORE

**0%**

RATING

**Below average**

- Below 50%: Below average
- 50% to 75%: Average
- Above 75%: World class company