

SISTEMATIKOPH / FREE READINESS TOOL

Government Digital Readiness Checklist

A practical self-assessment for Philippine government offices, agencies, LGUs, and public-service teams preparing to digitize a workflow.

Organization: _____

Assessment team: _____

Date completed: _____

Use this workbook to assess whether your office has the process clarity, information governance, safeguards, technology foundations, and implementation ownership needed for a responsible digital project.

This checklist supports an initial conversation. It is not an audit, certification, procurement specification, or guarantee of project success.

How to use this checklist

Bring together the people who own the process, use the current tools, protect the information, and approve changes. Score each statement using evidence rather than assumptions. Add the section scores to obtain your total.

0 - Not ready	1 - Partly ready	2 - Ready
No documented practice, owner, or reliable tool.	Some practice exists but is inconsistent, incomplete, or dependent on individuals.	Documented, owned, consistently followed, and supported by suitable tools.

Scoring guide (maximum: 50)

Total score	Interpretation	Suggested next move
0-16	Foundation needed	Document processes, assign owners, and address critical privacy, security, and data gaps.
17-33	Ready for a focused pilot	Select one high-value, manageable workflow and define success measures.
34-50	Ready for phased implementation	Validate requirements, integration needs, change management, and implementation governance.

1. Service and process clarity

Readiness statement	0	1	2	Notes / evidence
Priority services and internal workflows are documented from request to completion.	☐	☐	☐	
Each workflow has a named process owner and clear approval authority.	☐	☐	☐	
Required forms, supporting documents, fees, and service standards are current.	☐	☐	☐	
Common delays, duplicate encoding, handoffs, and citizen pain points are measured.	☐	☐	☐	
A manageable pilot workflow has been selected using value, risk, and feasibility.	☐	☐	☐	

Section score: _____ / 10

2. Records, data, and reporting

Readiness statement	0	1	2	Notes / evidence
Authoritative data sources and official records are identified.	☐	☐	☐	
Record classifications, retention needs, and disposal responsibilities are understood.	☐	☐	☐	
Duplicate, incomplete, and inconsistent records have been assessed.	☐	☐	☐	
Required operational, management, and compliance reports are defined.	☐	☐	☐	
Data migration can be tested on a controlled sample before full transfer.	☐	☐	☐	

Section score: _____ / 10

3. Privacy, security, and accountability

Readiness statement	0	1	2	Notes / evidence
Personal and sensitive information collected by the workflow is inventoried.	☐	☐	☐	
Access can be limited by role, office, and legitimate work requirement.	☐	☐	☐	
User activity, approvals, and material record changes require an audit trail.	☐	☐	☐	
Backup, recovery, incident reporting, and continuity responsibilities are assigned.	☐	☐	☐	
Privacy notices, consent or other lawful processing bases, and data-sharing needs will be reviewed by responsible officials.	☐	☐	☐	

Section score: _____ / 10

4. Technology and integration

Readiness statement	0	1	2	Notes / evidence
Internet connectivity, devices, hosting constraints, and user locations are documented.	☐	☐	☐	
Existing systems, spreadsheets, databases, and integration points are inventoried.	☐	☐	☐	
Identity, email, SMS, payment, GIS, or other dependencies are identified.	☐	☐	☐	
Availability, performance, backup, and recovery expectations are measurable.	☐	☐	☐	
Technical administration and post-launch ownership can be assigned.	☐	☐	☐	

Section score: _____ / 10

5. People, governance, and implementation

Readiness statement	0	1	2	Notes / evidence
Executive sponsor, project lead, technical lead, and user representatives are identified.	☐	☐	☐	
Users have time for requirements validation, testing, training, and feedback.	☐	☐	☐	
Procurement route, budget authority, approvals, and target schedule are understood.	☐	☐	☐	
Acceptance criteria and measurable service outcomes can be agreed before build.	☐	☐	☐	
A support, maintenance, change-control, and turnover approach is planned.	☐	☐	☐	

Section score: _____ / 10

Turn the assessment into an action plan

Choose improvements that reduce risk or remove a recurring operational problem. Start small enough to measure, learn, and adjust.

Priority	Improvement action	Owner	Target date	Success measure
1				
2				
3				
4				
5				

Practical first wins

- Digitize one high-volume request with status tracking and clear ownership.
- Create a searchable internal routing register with reference numbers and aging reports.
- Standardize one inspection, case, inventory, or records workflow before automating it.
- Pilot with one office, measure turnaround time, then improve before expansion.

Important safeguards

- Coordinate requirements with authorized procurement, legal, privacy, records, security, and finance personnel.
- Do not upload production or sensitive data to an unapproved demonstration environment.
- Define audit trails, access controls, retention, backup, acceptance, and turnover requirements in the written scope.

Next step

Bring your completed checklist to a discovery conversation with SistematikoPH. We can help identify a suitable pilot, clarify requirements, and prepare a phased implementation scope.

sistematikoph.com | Start a conversation through the consultation form on the website