

FREE SCHOOL DIGITAL READINESS CHECKLIST

A practical self-assessment for
Philippine schools, colleges,
departments, tutorial centers, and
training providers.

How to use this checklist

Gather a small group representing administration, faculty, records, finance, IT, and learner support. Score each statement honestly: **0 = Not in place**, **1 = Partly in place**, and **2 = Consistently in place**. Focus on workflows, people, and risks before choosing software.

School / organization	
Assessment team	
Assessment date	

Readiness areas

People and ownership	Clear process owners, decision-makers, and staff capacity.	Score: ____ / 10
Processes and records	Documented workflows, consistent records, and manageable backlogs.	Score: ____ / 10
Technology and access	Reliable devices, connectivity, accounts, and support.	Score: ____ / 10
Data privacy and security	Defined access, retention, backups, incident handling, and awareness.	Score: ____ / 10
Implementation readiness	Realistic priorities, budget, training, testing, and adoption plan.	Score: ____ / 10

1. People and ownership

#	Statement	0	1	2
1	Each important workflow has a named owner.	0	1	2
2	Leaders agree on the first problem to solve.	0	1	2
3	Staff have time to join discovery, testing, and training.	0	1	2
4	Users know where to report process or system problems.	0	1	2
5	A person is assigned to administer the future system.	0	1	2

2. Processes and records

#	Statement	0	1	2
6	The current workflow can be explained from start to finish.	0	1	2
7	Required forms, approvals, and reports are known.	0	1	2
8	Duplicate encoding and repeated manual work are identified.	0	1	2
9	Records use consistent names, fields, and reference numbers.	0	1	2
10	Old, incomplete, or duplicate records can be cleaned before migration.	0	1	2

3. Technology and access

#	Statement	0	1	2
11	Target users have reliable access to suitable devices.	0	1	2
12	Internet and local network availability match operational needs.	0	1	2
13	Official email or managed user accounts are available.	0	1	2
14	Critical files are backed up and recovery is periodically checked.	0	1	2
15	Technical support responsibilities are clear.	0	1	2

4. Data privacy and security

#	Statement	0	1	2
16	Only authorized roles can access personal and confidential data.	0	1	2
17	The school knows what personal data it collects and why.	0	1	2
18	Retention and secure disposal rules are defined.	0	1	2
19	Staff receive privacy, password, phishing, and incident training.	0	1	2
20	There is a process for suspected breaches and security incidents.	0	1	2

5. Implementation readiness

#	Statement	0	1	2
21	The first release has a small, measurable objective.	0	1	2
22	Budget includes implementation, training, hosting, and support.	0	1	2
23	A representative user group can test before launch.	0	1	2
24	Success measures are defined, such as processing time or error reduction.	0	1	2
25	Leadership supports phased rollout and process change.	0	1	2

Score and choose the next step

Total score	Interpretation	Recommended next move
0-15	Foundation stage	Document one workflow, assign an owner, and address urgent privacy or backup risks.
16-30	Developing	Run a focused workflow assessment and pilot one contained process.
31-40	Ready for a pilot	Define requirements, success measures, users, data, and an acceptance plan.
41-50	Ready to scale	Prioritize integrations, governance, reporting, support, and continuous improvement.

Priority worksheet

Most painful workflow	
People affected	
Current time / errors / delay	
Desired measurable outcome	
Important records and reports	
First realistic release	

Need help interpreting the result?

Book a practical consultation at your SistematikoPH website. Bring this completed checklist; it will make the first conversation faster and more useful.

This checklist is an operational planning aid, not legal, accounting, cybersecurity, or data-protection advice. Schools remain responsible for applicable policies, approvals, and legal obligations.