

# CHECKLIST – PREFLIGHT

#	Checklist Item	Purpose
	<p><b>Phase 1: Pre-flight systems check</b></p> <ul style="list-style-type: none"> <li>• Checking your business before you innovate</li> </ul>	
1	<p><b>FUEL QUANTITY INDICATOR – CHECK</b></p> <p>Have you estimated the full costs of your innovation project?</p> <p>Are you willing to commit the resources necessary – including time, staff and finances – to see the project to completion?</p>	<p><i>If you don't dedicate the right resources to your best ideas (or fail to estimate them entirely), you set them up for failure.</i></p>
2	<p><b>IGNITION SWITCH – OFF</b></p> <p>Is every team member apprised of the project's sequence of events?</p> <p>Is your launch sequence in OFF position until everything is ready?</p>	<p><i>Every member of the team should move at the same pace and be aware of the project activities.</i></p>
3	<p><b>LANDING LIGHTS AND NAVIGATION SYSTEMS – CHECK</b></p> <p>Does your innovation project have the guidance and support it needs from senior management?</p>	<p><i>Your leadership team is the navigation system for your project. Their involvement helps to make decisions more efficiently and keep the project moving. They can help guide the project safely to the end.</i></p>

<b>4</b>	<b>WING FUNCTIONS - CHECK</b> Is innovation integrated into your mainstream business?  What kind of cross-departmental collaborations can be made to spur innovation and encourage teamwork?	<i>Don't make assumptions about your organisation's readiness to innovate.</i>  <i>Integrate innovation into all departments of your business.</i>
<b>5</b>	<b>FLIGHT CONTROL LOCK - CHECK</b> Do you understand your core competency?  Do you use your core competency as an advantage to innovate, grow and improve your business?	<i>Protecting your core - your competitive advantage - is one of the best ways to weather the storms that can disrupt your innovation projects.</i>
<b>Phase 2: Planning Before Takeoff</b> <ul style="list-style-type: none"><li>• Planning framework</li></ul>		
<b>6</b>	<b>MISSION OBJECTIVES - CHECK</b> Do you understand your reason for innovation?  Is innovation an important part of your company's strategy?  What scope of innovation is important to you?	<i>If you don't properly define innovation, it'll be impossible for your employees to be innovative and grow.</i>
<b>7</b>	<b>FLIGHT PATH - CHECK</b> Have you thoroughly verified your innovative idea?  Will your improvement actually benefit customers and staff by solving an issue they face?	<i>Always remember that innovation is about solving a problem.</i>

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	<p><b>Phase 3: Maintaining Momentum</b></p> <ul style="list-style-type: none"> <li>Navigating innovations mid-project</li> </ul>	
8	<p><b>NAVIGATE LIKE A PRO</b></p> <p>Do you have the necessary components in place to navigate your innovation like a pro - systems and culture?</p>	<p><i>In order to keep momentum in your projects, you must develop the systems and culture for innovation.</i></p>
9	<p><b>RED ZONE GAUGE - CHECK</b></p> <p>Do you have the necessary components in place to navigate your innovation like a pro - systems and culture?</p>	<p><i>Make informed decisions about your risk-readiness with research, observations and by referring back to your original plan.</i></p>
	<p><b>Phase 4: Descent and Landing</b></p> <ul style="list-style-type: none"> <li>Post-innovation assessments</li> </ul>	
10	<p><b>SMOOTH LANDING PROCEDURE</b></p> <p>Are you aware of trends and research that might affect the completion of your project?</p> <p>Are your systems, leadership, structures agile enough to have a last-minute course correction?</p>	<p><i>Are you certain that your project will remain relevant once it's complete?</i></p>
11	<p><b>POST-INNOVATION PAPERWORK</b></p> <p>Have you collected data and feedback about your project?</p> <p>Are you aware of what went right (and wrong) about your project?</p> <p>Do you have a system in place to learn from your innovation project?</p>	<p><i>Paperwork is a type of business system that helps to develop a corporate memory.</i></p>

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12	<p><b>CELEBRATE!</b></p> <p>Have you celebrated the things that went right (no matter how big or small)?</p> <p>Have you rewarded teams and employees for their hard work?</p>	<p><i>Celebrations can help boost team morale, increase engagement and help drive future creativity and innovation at the workplace.</i></p>