

Innovation Self-Evaluation Questionnaire Worksheet, Instructions, Tally Sheet, and Commentary



The worksheet on the next page is a very helpful tool that innovation leaders and teams can use to learn how effective the core elements of their innovation process are, and to assess priorities for improvement.

We have used it successfully with many organizations, and it always leads to a very helpful conversation about innovation and the ways it should be improved.

Instructions are on page 3, a tally sheet is on page 4, and a detailed commentary is on page 5.

If you have comments or questions about this worksheet we would love to hear from you. Please email your thoughts to Langdon Morris at LMorris@innovationlabs.com.

You can download additional information about innovation at our web site, www.innovationlabs.com. Our innovation blog is on the home page, and check our our publications page with books, white papers, survey results.

Our complete library of worksheets numbers more than 52 page, and growing. Selected sheets are available for free downloading at our web site; the others are available through our innovation workshops.

	<h2 style="margin: 0;">Innovation Self-Evaluation</h2> <h3 style="margin: 0;">Worksheet 1</h3> <p style="font-size: small; margin: 5px 0;">This is Worksheet 1 of 52.</p>	<h3 style="margin: 0;">Score</h3> <p style="font-size: x-small; margin: 5px 0;">Place a mark on the line to indicate the degree of effectiveness, timeliness, robustness, etc.</p> <p style="font-size: x-small; margin: 5px 0;">1 indicates not effective; 10 indicates very effective. (Except question 6, which is the reverse.)</p>	<h3 style="margin: 0;">Numerical Score</h3> <p style="font-size: x-small; margin: 5px 0;">Based on the mark on the scale to the left, put a number in the box</p>	<h3 style="margin: 0;">Priority To Fix It</h3> <p style="font-size: x-small; margin: 5px 0;">1 = top priority 2 = important 3 = unimportant</p>
1.	How well is your innovation process linked with your organization's strategy ?	0 ----- 5 ----- 10		
2.	How effective is your innovation portfolio process at managing innovation risk?	0 ----- 5 ----- 10		
3.	How effective is your overall innovation process ?	0 ----- 5 ----- 10		
4.	How well developed is the culture of innovation in your organization?	0 ----- 5 ----- 10		
5.	How effective is your innovation infrastructure of methods and tools?	0 ----- 5 ----- 10		
6.	How well does your organization handle removing obstacles to innovation?	0 ----- 5 ----- 10		
7.	The Rate of Innovation in our company is (faster) (the same) (slower) than the Rate of Innovation in our industry.			
8.	Our organization should allocate (less) (the same) (more) resources to innovation.			
9.	Our organization's 3 most significant innovation strengths are ...			
a.				
b.				
c.				
10.	Our organization's 3 most significant innovation weaknesses are ...			
a.				
b.				
c.				
11.	The 3 burning questions I have about innovation are ...			
a.				
b.				
c.				

Innovation Self-Evaluation Questionnaire

Instructions

This worksheet is an excellent way to get a quick understanding of the strengths, weaknesses, and improvement priorities for your organization's innovation process, and to gather ideas about what people feel strongly about.

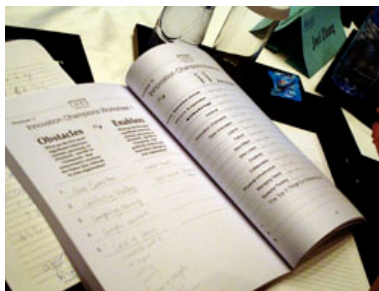
It is particularly useful in groups. Invite each member of the group to fill out the form individually, and then have a discussion to compare everyone's rankings.

Make sure that everyone understands that there are no right or wrong answers. This is just a way to gather input and see which issues rise to the top as priorities. The purpose of the dialog is simply to have an open and honest conversation that will help to focus everyone's efforts to make improvements.

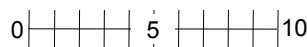
Use the Tally Sheet on the following page as you poll the group members to find out how they have scored. You can also write the results on a large sheet of flip chart paper so everyone can see.

This should lead to a very fruitful discussion about what improvements are needed, and how they should be prioritized.

Note that these assessments will not be scientific. This is intended to be an intuitive exercise to capture everyone's gut feel, and it should take no longer than 10 – 15 minutes for each individual to fill out the form.



Scoring



Questions 1 – 6 are scored using this scale. “0” indicates a low score for lack of effectiveness or timeliness, for example, while a “10” means that your organization is excellent.

The column labeled “Numerical Score” is for those who prefer to select a numerical value rather than marking the horizontal scale. Some people are analog thinkers who prefer the scale, while some are digital thinkers who prefer to indicate a number. Either way is fine.

Tally Sheet

Tally the scores of group members here by putting a tick mark on the scale for each individual's response to questions 1 – 6. This will allow you to see the range of responses.

Take a show of hands for questions 7 and 8, and write the number of responses under each option (faster) (the same) (slower).

Then take a show of hands on the priority for each question. It may be good idea to have a discussion about any question that receives a #1 priority.

The answers to questions 9, 10, and 11 should also provide good content for discussion.

<p style="text-align: center;">Innovation Self-Evaluation Tally Sheet Worksheet 1</p> <p style="text-align: center;"><small>This is Worksheet 1 of 50.</small></p>		<p style="text-align: center;">Score</p> <p style="text-align: center;">Place a mark on the line to indicate the degree of effectiveness, timeliness, robustness, etc.</p> <p style="text-align: center;">1 indicates not effective; 10 indicates very effective. (Except question 6, which is the reverse.)</p>	<p style="text-align: center;">Priority To Fix It</p> <p style="text-align: center;">1 = top priority 2 = important 3 = unimportant</p>
1.	How well is your innovation process linked with your organization's strategy ?	0 5 10	
2.	How effective is your innovation portfolio process at managing innovation risk?	0 5 10	
3.	How effective is your overall innovation process ?	0 5 10	
4.	How well developed is the culture of innovation in your organization?	0 5 10	
5.	How effective is your innovation infrastructure of methods and tools?	0 5 10	
6.	How well does your organization handle removing obstacles to innovation?	0 5 10	
7.	The Rate of Innovation in our company is than the Rate of Innovation in our industry.	(faster) (the same) (slower)	
8.	Our organization should allocate (less) (the same) (more) resources to innovation.		

Innovation Self-Evaluation Questionnaire

Comments on the Questions

1. How well is your innovation process linked with your organization's **strategy**?
Questions 1 – 5 explore your evaluation of each of the 5 major elements of the Innovation Master Plan™ framework, which begins with the connection between innovation and strategy. A close linkage is important so that innovation efforts are aligned with your overall goals, intents, and strategic initiatives.
 2. How effective is your innovation **portfolio** process at managing innovation risk?
The innovation portfolio is a strategy for reducing the inherent risk of innovation. However, some organizations have a portfolio only of incremental projects, and some don't have any portfolio at all.
 3. How effective is your overall **innovation process**?
Your innovation process consists of whatever structured and informal methods your organization uses to develop new ideas and transform them into innovation value. The degree of formal may not be important, but the quality and timeliness of the results will matter a great deal.
 4. How well developed is the **culture** of innovation in your organization?
Is your organization have a strong innovation culture, where everyone (or nearly everyone) contributes their efforts to the innovation process? Or is innovation an afterthought?
 5. How effective is your innovation **infrastructure** of methods and tools?
Your infrastructure is the set of methods and tools you use, which include things like an open innovation platform, your virtual collaboration tools, your physical meeting spaces, and the methods you use to promote and enhance collaboration.
 6. How well does your organization handle removing **obstacles** to innovation?
The greater the obstacles, the more likely people are to be discouraged from participating in the innovation effort. Identifying and overcoming the obstacles is an important step in developing an innovation culture. Does your organization do a good job of that? (We also have additional worksheets that probe to specifically identify the obstacles.)
 7. The **Rate of Innovation** in our company is (faster) (the same) (slower) than the Rate of Innovation in our industry.
Rate is an important competitive metric. Companies that are slower to innovate tend to fall behind, and when they fall too far behind their survival is threatened.
 8. Our organization should allocate (less) (the same) (more) **resources** to innovation.
This question is different than the previous ones, because now it asks the individual to make a recommendation rather than just an assessment.
 9. Our organization's 3 most significant innovation **strengths** are ...
 10. Our organization's 3 most significant innovation **weaknesses** are ...
 11. The 3 burning **questions** I have about innovation are ...
- The answers to these questions should provoke a lot of good conversation. With a little effort you can aggregate all the responses to see where there is significant overlap, and then design an action plan accordingly.

The Innovation Master Plan™ Framework

A Comprehensive System for Innovation Management

Effective innovation doesn't happen by accident – it happens by design. InnovationLabs has helped hundreds of companies around the world enhance their ability to innovate, and we've distilled our experience into a comprehensive innovation framework, The Innovation Master Plan.™

The Master Plan Framework focuses on the 5 critical performance areas that are essential to the success of every innovation practice, and provides a sound and proven basis for sustained innovation improvement.

Through our consulting work, detailed innovation audits, and dynamic workshops, we help our clients to apply this framework to their exact needs, providing a solid platform for rapid improvement in their innovation practices and the results they achieve.

If you don't know where you're going, you'll never get there; the Master Plan Framework helps you define the best route to take.

