Comment and Scoring Checklist for Item Backups

☐ **Comment provides meaningful, actionable feedback.**
It addresses what is important with regard to the organization based on relevant key factor(s). Strength comment provides a concise statement or "nugget" telling the applicant organization *why* what it is doing is important. Opportunity for improvement (OFI) comment also provides a concise statement or "nugget" of feedback to help the applicant move to the next level.

☐ **Comment addresses the relevant evaluation factor *or* factors (ADLI or LeTCI).**
It provides insight on the organization's level of maturity or on specific areas in which maturity may be enhanced (e.g., deployment to most critical groups, lack of cycles of refinement of processes critical to a key factor, integration of a process throughout functional areas of an organization, lack of results in key areas, lack of segmentation in results for critical groups).

☐ **Results comments cite figure numbers.**
Comments need only a few examples of key data. Supporting data from the figures are provided in the rationale field.

☐ **Data are correct.**
All figures cited, processes named, and results included are correct, in both the comment and the rationale, as checked against the application.

☐ **Scoring reflects the content of the comments.**
From a holistic standpoint, the range and score reflect the relative significance of the comments (i.e., content and significance of bolded comments) and are most descriptive of the organization's achievement level for the item. For example, the scoring range for the item would likely be 50–65% if comments indicate that overall requirements are addressed; processes are mostly deployed; evaluation, improvement, and some organizational learning are demonstrated; and alignment is observed.

☐ **Scoring reflects the balance of the comments.**
A total of around six comments are distributed in a way that reasonably reflects the score. For example, a score of 45% may reflect three strengths and three OFIs of equal weight, while a score of 70% may include four major strengths and two OFIs addressing a specific aspect of a multiple requirement. Strict ratios are not required. Instead, a reasonable distribution should reflect the score and the content of the comments. More mature organizations with higher scores may benefit from additional comments, while fewer comments may be more appropriate for less mature organizations. In both cases, the scoring will still reflect the balance of the comments.