

# Comment and Scoring Checklist

- Comment provides meaningful, actionable feedback.**

A strength comment provides one concise opening statement or “nugget” about a beneficial process or results area that the applicant should maintain or build on. An opportunity for improvement (OFI) comment provides one concise statement or “nugget” about a process or results area that the applicant may need to address in order to move to the next level of maturity. The comment conveys only one main idea.
- Comment addresses the relevant evaluation factor or factors (ADLI or LeTCI).**

The comment uses ADLI or LeTCI to clearly articulate areas of strength or to provide insights on 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, or lack of segmentation in results for critical groups).
- Comment is relevant to this applicant.**

The comment relates specifically to the applicant (i.e., it is connected to the key factors) and is not just some generic observation.
- Examples in the comment support the main idea.**

One or two examples from the application support the “nugget” by showing the applicant instances of strength or opportunity.
- Results comments cite key data.**

Results comments include a few examples of key data. The rationale field may include additional supporting data.
- 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 questions are addressed; processes are well deployed (although, may vary in some areas); evaluation, improvement, and some organizational learning are demonstrated; and alignment is observed. Choose the scoring range that is based on a holistic view of either the four process evaluation factors (ADLI) or the four results factors (LeTCI). No one evaluation factor serves as a “gate” that keeps the score out of a higher range. See the Scoring Guidelines within the Criteria and note whether your comments address the basic, overall, or multiple Criteria questions.