

Recovery Audit Tool

Diagnose before you design. Reset with clarity.

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1. Tool Overview

The Recovery Audit Tool is a Strategic Reflection Guide that supports structured decision-making alongside reflective analysis in post-crisis or stalled delivery contexts.

1.1 Purpose

It is designed to assist institutions in assessing their recovery posture across six critical dimensions. It guides leaders to systematically pinpoint the current state of recovery efforts, identify areas where momentum is lacking, realign initiatives, and recalibrate strategies to ascertain whether recovery plans are advancing or encountering obstacles. The tool supports structured decision-making alongside reflective analysis. This structured tool brings both reflection and results – serving as a foundation for priority realignment, stakeholder re-engagement, and forward momentum.

1.2 Audit Guide

Rating Scale

Utilize the prompts below to honestly reflect on your institution's current position:

- Low = significant gaps, lack of clarity, or inactive effort
- Medium = some structure or momentum, but patchy, inconsistent or incomplete
- High = strong clarity, active effort, and visible traction in this area.

Audit Table

Dimension	Reflection Prompt	Status	Notes/Action Point
Strategic Clarity	Do we have a shared, actionable vision of what recovery looks like in our context?	☐ Low ☐ Med ☐ High	
Institutional Readiness	Are our structures, roles, and leadership aligned and capable of delivering?	☐ Low ☐ Med ☐ High	
Systemic Constraints	Are we aware of the deeper constraints (governance, funding, coordination)?	☐ Low ☐ Med ☐ High	
Stakeholder Alignment	Are key stakeholders engaged and aligned, internally and externally?	☐ Low ☐ Med ☐ High	
Resource Mobilization	Are we leveraging the right mix of resources — human, financial, technical?	☐ Low ☐ Med ☐ High	
Momentum and Delivery	Are we seeing visible signs of progress and delivery — or are things stuck?	☐ Low ☐ Med ☐ High	

1.3 How To Use

Use this tool to:

- Identify what's working and what's missing
- Assess institutional readiness
- Uncover systemic and operational barriers
- Realign focus areas for forward momentum

The tool can be used independently, but optimal value comes from a guided session with The Solutionist — where insights are turned into strategic leverage and shared direction in real time.

Utilize your results to pinpoint **1–3 areas requiring immediate attention**. Leverage this insight to guide further stakeholder discussions, convene an urgent meeting with decision-makers, or initiate a structured action plan using the Strategic Reset Checklist.

1.4 Why the Tool Matters

What sets the Recovery Audit Tool apart is its adaptability to various contexts. In the wake of a crisis or during periods of high-stakes decision-making, institutions frequently find themselves navigating uncharted waters. Recovery efforts may become fragmented, misaligned, or stagnant – threatening the organization's or the country's capacity to regain stability, confidence, and forward momentum. During such times, institutions need more than just reactive measures – they need tools that foster clarity, accountability and strategic alignment. The Recovery Audit Tool provides a solution by offering a structured framework for reflective analysis and strategic decision-making, specifically tailored to these demanding contexts.

Whether employed to reassess stalled recovery efforts or to proactively anticipate future challenges, this tool is versatile in its application. It enables institutions to engage at multiple levels, from comprehensive strategic overviews to detailed reflective analyses, ensuring that their recovery process is both deliberate and sustainable. The Recovery Audit Tool's meticulous design and structured methodology render it an invaluable asset for organizations aiming to rebuild, recalibrate, and progress in the face of adversity.

2. Tool in Action

Here's what this tool helps uncover – how recovery statuses might differ across and within two dimensions and what a clear recovery vision looks like.

2.1 Illustrative Scenarios for two dimensions

Dimension	Reflection Prompt	Status	Notes/Action Point
Strategic Clarity	Do we have a shared, actionable vision of what recovery looks like in our context?	☒ Low ☐ Med ☐ High	A broad vision exists, but it isn't clearly communicated, internalized, or used to guide priorities. Different departments interpret recovery in different ways. No shared success markers.
		☐ Low ☒ Med ☐ High	A recovery vision is somewhat defined and referenced in some plans, but there's inconsistency in how it's understood or applied. Some teams are aligned, others are disconnected. Success markers exist but are vague or not tracked.
		☐ Low ☐ Med ☒ High	The institution has a clearly defined recovery vision that is widely understood, referenced in decisions, and reflected in work plans. Success is defined using specific, shared markers — and progress toward them is tracked and communicated.
Momentum & Delivery	Are we seeing visible signs of progress and delivery — or are things stuck?	☒ Low ☐ Med ☐ High	Multiple initiatives are ongoing, but few have been completed or show visible outcomes. Energy is spent managing crises or reacting to issues rather than advancing planned goals. Staff feel busy but not productive.
		☐ Low ☒ Med ☐ High	Some key projects are moving forward and producing results, but others are stuck due to bottlenecks or lack of follow-through. Momentum is uneven — progress depends heavily on individual effort rather than system support.
		☐ Low ☐ Med ☒ High	The institution has a clear delivery rhythm. Key recovery initiatives are tracked, publicly visible, and show real outcomes. Milestones are met or adjusted with intention, and teams feel empowered to execute.

2.2 What a "Recovery Vision" Looks Like?

A Recovery Vision is a clear, shared picture of where the institution or country is trying to go after a crisis. It's not just a slogan – it's a practical guiding statement that helps align programs, resources, and priorities.

If your recovery vision is unclear, inconsistent, or absent – that’s your starting point. Don’t proceed with planning until it’s clarified. Let us help you shape one that aligns, guides, and mobilizes.

◆ Here’s an example of a recovery-aligned vision for a Ministry of Education:

By 2027, every child in Montserrat will have access to safe, connected, and resilient learning spaces, supported by qualified teachers and digital tools that prepare them for the future economy.

This vision is:

- time-bound – anchored to a 2027 target
- actionable – it focuses on specific institutional upgrades (spaces, support, tools)
- measurable – access, teacher qualifications, and digital integration can be tracked
- forward-looking goal – it positions recovery as a platform for future readiness, not just restoration.

So when we say *“safe, connected, and resilient learning spaces”*, we’re painting a vision of classrooms and systems that are:

- **Safe** – from harm and hazard
- **Connected** – digitally and socially
- **Resilient** – able to absorb shocks and bounce forward, not just back

◆ A weaker version would be:

“Improve education services.”

It’s vague, doesn’t provide direction, and can’t be used to evaluate success or guide funding.

Resilient Learning Spaces might include:

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- **Physical safety:** Buildings that are structurally sound and can withstand hurricanes, earthquakes, or other local hazards
 - **Digital continuity:** Systems in place to shift to online/hybrid learning when needed (e.g. during pandemics, natural disasters)
 - **Flexible infrastructure:** Modular classrooms, mobile devices, or backup generators to keep schools running
 - **Prepared staff:** Teachers trained not just to deliver content, but to adapt and support students during crises
 - **Inclusive design:** Ensuring all students, including vulnerable groups, continue to learn under stress or displacement
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3. Guided Session Add-On

The facilitated version of the Recovery Audit Tool helps institutions not just reflect – but realign and act. It brings discipline, insight, and shared commitment to the table.

Here's what a facilitated Recovery Audit session with The Solutionist typically delivers:

A. Clarity on Current Position

You'll get a structured, shared understanding of:

- Where your institution stands on key recovery dimensions
- What's working, what's misaligned, and what's missing

- Whether a **clear, shared recovery vision** exists – and if it is **guiding decisions, mobilizing effort, and aligning teams**
- Which areas pose the greatest risks or opportunities

Vision isn't assumed so if no shared recovery vision exists, that's your starting point. The Solutionist can help you frame it.

B. Priority Map

We help you identify **1–3 priority shifts** or actions that will unlock progress:

- These are not just pain points – they're leverage points
- They're sequenced and grounded in your real operating conditions

C. Strategic Narrative

The Solutionist distills your insights into a **clear, usable narrative**:

- A 1-page "Recovery Posture Snapshot" you can share with leadership or funders
- Framing language for Cabinet, Boards, or Partners
- A practical storyline that ties challenges to opportunity

D. Follow-Through Tools

You leave the session with:

- Your completed Recovery Audit matrix
- A tailored recommendation to use next-step tools (e.g. Strategic Reset Checklist or Planning & Delivery Accelerator)
- Optional support plan for implementation or documentation

E. Expert-Led Dialogue

The session itself is:

- Thoughtfully facilitated to surface insight, not blame
- Sensitive to power dynamics, internal fatigue, and external pressure
- Rooted in deep experience with real post-crisis needs assessment and institutional recovery – not theory

A facilitated session not only highlights the **diagnostic function** of the tool, but also connects directly to **The Solutionist's strategic storytelling and solution engineering strengths** – helping clients name and shape a vision that others can act on.

4. Ways to Engage

4.1 Engagement Tiers

(Three Levels of Use)

Tier	Use Type	What's Included
1	Self-Use	Tool only, use at your own pace, DIY strategic reflection and planning
2	Facilitated Session	Structured guidance, expert facilitation, insight mapping
3	Add-On Outputs	Strategic summaries, briefs, tailored deliverables, tool matching or support plans

Add-on outputs are offered post-session and may be scoped and priced based on your needs.

◆ Tier 1: Self-Use (Free Download or DIY Use)

Use the Recovery Audit Tool to guide your own strategic reflection.

- Access all six diagnostic dimensions
- Rate and discuss internally
- Identify areas of misalignment or inertia

Ideal for preliminary use or low-resource settings

◆ Tier 2: Facilitated Audit Session

Work directly with The Solutionist for a tailored, expert-led session.

- Guided discovery of your current recovery posture
- Strategic alignment and insight across teams

- Identification of 1–3 key leverage points
- Deep experience with governance, post-crisis recovery, and institutional transformation
- Safe space for strategic truth-telling – not blame assignment

Best for teams ready to move from complexity to clarity

◆ Tier 3: Add-On Outputs (Optional Products)

Following a facilitated session, you may opt for value-added deliverables:

- **Recovery Posture Snapshot** – a one-page strategic summary you can use with leadership, funders, or Boards
 - **Priority Brief** – narrative and framing guidance tailored to your sector or ministry
 - **Tool Matching** – structured guidance on which follow-on tools (e.g., Strategic Reset Checklist) to use next
 - **Implementation Support Plan** – scoped follow-up support if you're ready to execute
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