

Chase Checklist

Short description

The Chase Checklist allows one to assess the complexity of a program. As such it is an important tool in the design of program logic. The origin of the Chase Checklist is an article of Gordon Chase, in which he compares three different programs in social services. The Checklist ask 44 precepts and answers each with E (Easy), Moderate (M) or H (Hard). The purpose of the checklist is to see where the complexities are likely to occur and identify simplifications in the program logic. The idea is not to remove all the 'hard' bits, because there is are always likely to be aspects of a program that fall in the 'hard' category.

		Easy, Moderate, Hard
A.	Difficulties arising from operational demands	
A.1	<i>People to be served</i>	
A.1.a	Number of client transactions	
A.1.b	Ease of reaching client	
A.2	<i>Nature of services</i>	
A.2.a	Number of discrete functions	
A.2.b	Complexity of discrete functions	
A.2.c	Coordination among functions	
A.2.d	Replication	
A.3	<i>Likelihood and costliness of distortions or irregularities</i>	
A.3.a	Involving clients	
A.3.b	Involving services	
A.4	<i>Controllability of program</i>	
A.4.a	Measurability	
A.4.b	Uncontrollable critical elements	
B.	Difficulties arising from availability of resources	
B.1	<i>Money</i>	
B.1.a	Flexibility	
B.1.b	Obtaining additional funding	
B.2	<i>Personnel</i>	
B.2.a	Nature of personnel in place	
B.2.b	Numbers, kinds and quality needed	
B.2.c	Availability of program to personnel	
B.2.d	Attractiveness of program to personnel	
B.3	<i>Space</i>	
B.3.a	Nature of current facilities	
B.3.b	Availability of facilities	
B.3.c	Special problems in acquiring or using space	
B.4	<i>Supplies and technical equipment</i>	
B.4.a	Availability and usability	
B.4.b	Importance of technology	
C.	Difficulties arising from the need to share authority	
C.1	<i>Overhead agencies</i>	
C.1.a	Number of transactions	
C.1.b	Likelihood of favourable response	
C.2	<i>Other line agencies</i>	

C.2.a	Extent of involvement	
C.2.b	Critical nature of involvement	
C.2.c	Likelihood of harmonious working conditions	
C.2.d	Ability to pinpoint responsibilities	
C.3	<i>Elected politicians</i>	
C.3.a	Capacity to help or hurt	
C.3.b	Inclination to help or hurt	
C.4	<i>Higher levels of Government or Financing Agencies</i>	
C.4.a	Extent of authority	
C.4.b	Number of transactions	
C.4.c	Nature of politics	
C.4.d	Likelihood of favourable response	
C.5	<i>Private sector providers</i>	
C.5.a	Need	
C.5.b	Availability	
C.5.c	Control	
C.5.d	Political problems	
C.6	<i>Special interest groups</i>	
C.6.a	Kinds and inclinations	
C.6.b	Strength	
C.6.c	Likelihood of helping or hurting	
C.7	<i>Media and press</i>	
C.7.a	Level of visibility	
C.7.b	Power of the press	
C.7.c	View of the administration	
C.7.d	Controversial dimensions	

Strengths

The Chase Checklist allows one to think through program complexity and encourages program designers to think of ways of simplifying the program. The checklist provides a core of questions and depending on the type of program questions may be added or deleted.

The scoring in the categories Easy/ Moderate/ Hard is clearly subjective. This is a strength, because it forces one to clarify one's judgements and reduces the risk that the checklist is used mechanically and absolutely.

Limitations

The checklist is best filled in by practioners, that have experience in implementing similar programs. This also helps identifying how to deal with the more difficult parts of the program.