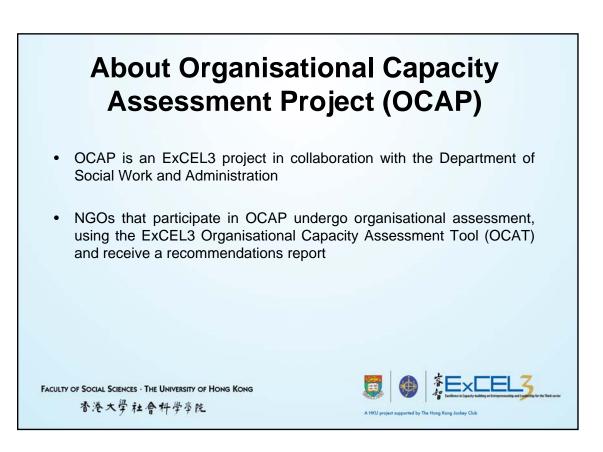


The Process of Organisational Assessment

- Any attempt to build capacity should always be preceded by an organisational assessment in order to guide where, how, and if capacity building should even occur. Capacity building efforts should not be implemented in a vacuum; an organisation should always have a clear picture of its assets and deficits
- Results from such assessment exercises serve as a baseline measure of how an organisation is currently doing in terms of its existing capacities and also provide a starting point for those areas on which to focus capacity building efforts. Ideally, a capacity assessment tool should be used on a consistent basis, for example annually, as a means of incorporating learning into the organisational culture

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	About Organisational Capacity Assessment Tool (OCAT)
•	OCAT is a two-part tool consisting of a self-administered survey and a facilitator-led discussion section. Results from the individual self-assessment and group discussion can be used as a reference point for where an organisation stands at a particular time, help drive capacity building efforts, and contribute to the organisation's learning and culture
•	The ExCEL3 OCAT is based on a revision of the original CCAT by members of the ExCEL3 team, and updated through current research on governance, leadership and philanthropy in the third sector in Hong Kong as well as a review of the latest literature on organisational assessment for nonprofits. The tool was then translated to Chinese and localized through the experience of 5 local NGOs
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