

Activity #1 An Organisational checklist

Organisational Element	Yes	No
Governance		
Vision/Mission		
Organisational Structure		
Executive Composition and Responsibilities		
Legal Status		
Succession Planning		
Administration		
Operational Policies, Procedures and Systems		
Travel Policies and Procedures		
Procurement		
Fixed Asset Control		
Information Systems		
Human Resources Management		
Job Descriptions		
Recruitment process		
Staffing Levels		
Personnel Policies		
Staff Salaries and Benefits		
Staff Performance Management		
Financial Management		
Financial Systems		
Financial Policies and Procedures		
Internal Controls		
Financial Documentation		
Budgeting		

Financial Reporting		
Organisational Element	Yes	No
Audits		
Cost Share		
Financial Sustainability		
Organisational Management		
Strategic Planning		
Resource Mobilisation		
Operational Plan		
Communication Strategy		
Change Management Strategy		
Knowledge Management		
Stakeholder Involvement		
Internal Communication		
Clear decision-making process		
Technical Expertise		
Early Resolution processes		
Alternative Dispute Resolution		
Complaint Handling methodology and process		
Own motion investigating and reporting methodology		
Referral mechanisms		
Community outreach strategies		
Use of technology and systems to enhance deliverables		