

Evaluating a Working Group Checklist

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| 1 | **Review of Purpose and Goals*** Confirm that the group's purpose and goals are still relevant and aligned with the organization's objectives
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| 2 | **Membership Evaluation*** Assess whether the current membership composition adequately represents diverse perspectives and skills needed for the group's activities
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| 3 | **Roles and Responsibilities Review*** Review and update roles and responsibilities of members to ensure clarity and alignment with the group's objectives
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| 4 | **Communication Plan Check*** Evaluate the effectiveness of the current communication channels and protocols used by the group, as well as assess the responsiveness of members
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| 5 | **Resource Allocation*** Review resource allocation (financial, human, technological) to support the group's activities and ensure adequacy
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| 6 | **Meeting Effectiveness*** Evaluate the efficiency and effectiveness of group meetings, including frequency, agenda relevance, and engagement levels
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| 7 | **Documentation and Reporting*** Ensure that documentation of meetings, decisions, and action items is being maintained and shared appropriately
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| 8 | **Adherence to Protocols and Code of Conduct*** Ensure that the established protocols, code of conduct, and decision-making processes are being followed consistently
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| 9 | **Feedback and Improvement Mechanisms*** Establish or review feedback mechanisms to gather input from members and stakeholders for continuous improvement
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| 10 | **Succession Planning and Future Strategy*** Identify, develop, and prepare potential successors to ensure a smooth transition of leadership roles and members within the working group
* Discuss future plans, strategies, or initiatives that the group aims to undertake to achieve its long-term goals
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