| **Project Step** | **Responsibility** | **Date Planned** | **Date Complete** |
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| 1. Evaluate your communication processes and practices. Ensure individual and organizational successes are broadly shared and documented
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| 1. Celebrate organizational successes in a way that is significant to whomever is being recognized
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| 1. Evaluate internal and external auditing processes. Ensure that there is appropriate documentation and follow up to audit findings
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| 1. Benchmark competitors as well as customer alternatives. Incorporate findings into goals and action plans
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| 1. Review the ROI of past process improvement projects and initiatives. Ensure ROI is consistently used as a justification and validation of projects
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| 1. Utilize Meeting Assessments to gauge the effectiveness of meetings. Address shortfalls and ineffective practices
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| 1. Review and evaluate the Performance Review and Reward processes to ensure consistency and the judicious application of logical consequences
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| 1. Evaluate the organization’s learning climate, processes, and degree of engagement. Verify Career Pathways are planned and utilized
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| 1. Audit the effectiveness of the training process and practices
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| 1. Review the hiring process to ensure it effectively incorporates the elements of TCLs
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| 1. Evaluate the process and outcomes of New Hire Orientation. Ensure ongoing enculturation and inclusion of new hires to establish the line of sight to the value proposition
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| 1. Review and evaluate the succession planning process. Benchmark mentoring and adapt into the organization
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