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