



**Department of Education
Students Channel – Immediate Office**

Continuous Improvement Process Checklist

Transition Plan Elements	Considerations	Action (If Any)	Responsibility	Timeframe/ Date Due
<p>Design Organizational Structure</p>	<ul style="list-style-type: none"> • Overall, how successful is the current organizational structure? • What is the most successful aspect? • What changes could be implemented to improve the structure? <ul style="list-style-type: none"> ○ Do roles and responsibilities need to be eliminated or created? • What are the lessons learned? 			



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<p>Fulfill Staffing Requirements</p>	<ul style="list-style-type: none"> • Overall, how successful is the fulfillment of staffing requirements? • What is the most successful aspect? • What changes could be implemented to improve the staffing requirements? <ul style="list-style-type: none"> ○ Do PD's and KSA's need to be eliminated or created? • What are the lessons learned? 			



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<p>Communicate New Organization</p>	<ul style="list-style-type: none"> • Overall, how successful is the communication of the organization? • What is the most successful aspect? • What changes could be implemented to improve communication? <ul style="list-style-type: none"> ○ Have all key stakeholders been informed of the new organization? ○ What vehicles (e-mail, town halls, etc.) of communication are successful? ○ Is the message content delivery clear, concise and informative? • What are the lessons learned? 			



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<p>Transfer, Knowledge and Responsibilities</p>	<ul style="list-style-type: none"> • Overall, how successful is the transfer of knowledge? • What is the most successful aspect of the knowledge transfer program? • What changes could be implemented to improve the knowledge transfer process? <ul style="list-style-type: none"> ○ Have all of the activities been transferred appropriately? ○ Has there been enough time allocated for knowledge transfer? ○ What methods of knowledge transfer are most/least successful? • What are the lessons learned? 			



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<p>Orient New Employees</p>	<ul style="list-style-type: none"> • Overall, how successful is the orientation of new employees? • What is the most successful aspect of the orientation program? • What changes could be implemented to improve the orientating employees? <ul style="list-style-type: none"> ○ Are new employees receiving accurate and helpful information? ○ What do employees already in the Students Channel need to know? ○ Has a working foundation been created for all employees? • What are the lessons learned? 			



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<p>Train Individuals and New Team</p>	<ul style="list-style-type: none"> • Overall, how successful is the training program? • What is the most successful aspect of the training program? • What changes could be implemented to improve the training program? <ul style="list-style-type: none"> ○ Have all employees completed their Individual Development Plan? ○ Have you been working with a Learning Consultant from SFA U? ○ Has team development training been identified and administered? ○ What is the status of the mentor program? • What are the lessons learned? 			