



## **TASKS FOR TRANSITIONING A COUNTRY OFFICE ARCHIS: ORGANIZATIONAL DEVELOPMENT**

- Create name for new organization**
- Establish Board composition and by-laws. Assign and agree on board responsibilities.**
- Develop Vision and Mission for new organization**
- Establish legal presence or registration for new organization (See Legal)**
- Establish policies and procedures for implementing and executing projects and programs (see finance, operations, HR, and program)**
- Develop business plan or strategy for revenue generation**
- Establish and develop award and program/project management practices and systems: pre- and post-award practices, sub-award management, project planning, monitoring and evaluation, quality assurance**
- Define legal and working relationship with the University of Washington /I-TECH**
- Determine organizational structure/organogram for new organization: define formal lines of authority and distribution of responsibilities**
- Develop and establish a sound governance structure or management framework for organization— who has authority and responsibility for management, programmatic, and financial decision-making in organization**
- Develop brand strategy (see communication/brand)**
- Develop short term and long term strategic plan for new organization**
- Establish partnerships and/or MOUs, as appropriate, with key stakeholders**
- Establish communication mechanism internal to organization**

### **RESOURCES**

- Working with Boards of Directors
- Improving Board Performance
- Leadership Development in Global Health (UW Course – Fee based)
- Project Management in Global Health (UW Course – Fee based)