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
time, 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)