**Reviewing your small NGO**

The goal of this document is to help you analyze your own organization in terms of “Where you are now?” and “Where do you want to go?”. It helps you to define a way of working with all involved people, such as board members, staff members, government departments and (foreign) partners, aimed at good management, communication, project planning and monitoring & evaluation. The document can be used for general brainstorming, but also as a guide to write an elaborate operational plan. Some items listed won’t be applicable to you, so please take out what is applicable and use it to the advancement of your grass root NGO. If you need help, you can work on this together with your board, your (foreign) partners or your staff members.

**Management and leadership development - Building and leading a team**

* What is the current Management structure?
* Creating an organizational map for how the ideal management structure would look like: advisory board, management board, department managers and staff
* Needs assessment for new management members
* What do we seek in our management and what don’t we seek in our management?
* Conflict resolution – what do we do in case of management conflicts? For example mediation and if so by who?

**Human Resource Management**

* What is the current staffing structure?
* What is the ideal staffing structure
* Dividing the staff in departments
* Creating a management for each department
* Department managers also members of the board?
* Community participation in the board (parents, former students)?
* Installing a PTA if applicable
* Installing a student board if applicable
* Needs assessment in terms of new staff and Staff development needs
* Human resources policy, staffing and salaries
* Conflict resolution – what do we do in case of staff conflicts? For example mediation and if so by who?

**Communication (internal)**

* Principles of good communication
* How do we communicate now and how should we improve communication?
* Department meetings between Manager and staff
* Board Meetings between board members and department managers
* PTA meetings if applicable
* Student meetings if applicable
* Regular supervision/advise by the advisory board
* Keeping minutes for each meeting and working on good communication between all the organizational bodies

**Communication (external)**

* Which partners do we have and how do we communicate with them?
* Principles for reporting to partners about ongoing projects
* Partner agreements

**Government regulation**

* What are the government regulations that our organization has to comply with?
* How do we score on these regulations and which improvements are necessary?
* How do we improve?

**Monitoring and Evaluation Policy**

* How is our M&E Policy currently?
* How should it be?
* How do we implement a new M&E policy?
* How and how often do we evaluate on the status of this operational plan?

**Programs and projects**

* What are our current programs and projects
* Which new programs and projects do we need and when
* Timetable of implementation of new developments
* Identification of fundraising needs and budget lines
* Monitoring and Evaluation

**Buildings and facilities**

* What facilities do we have and what is their current status
* What developments are required (Which facilities and buildings are in need of maintenance and when)
* Identification of fundraising needs and budget lines
* Monitoring and Evaluation