



Onboarding and Desk Review Checklist

- On-boarding meeting
 - Meeting relevant project/programme team members
 - Defining roles i.e. identify points of contact for specific information
 - Review of documents required
 - Timeline for handover
 - Source of information
 - List of noted partners – introductions where necessary (email)

- Programme Documents Needed
 - Project/Programme descriptions
 - Project/Programme reports
 - Annual/Quarterly Reports
 - National Reports
 - Grant specific reports
 - Evaluation reports
 - Policy Manuals
 - Strategic Plans
 - Operational/ Annual Work Plans
 - Media information – Social media, website, newspaper/internet articles
 - Project/Programme artifacts e.g. manuals, training tools, data collections forms, brochures etc.
 - Review of project/programme databases/software
 - Project/Programme staff
 - Organizational structure
 - Staff list
 - Job descriptions

- Complete Document Review Log

