

## FOLLOW-UP CHECKLIST

**A** -- Attended to (yes, OK, answer(s) known, done, etc.)

**N** -- Not attended to (not applicable, not needed, little or no risk, etc.)

### **A    N        WRAP-UP**

- 1. Are all of the activities completed?
- 2. Review with users to see that everything is working.
- 3. Hold open houses to display new processes.

### **DOCUMENTATION**

- 4. Revise process chart as necessary to reflect what is actually being done.
- 5. Revise the summary of the recommendations to reflect what is actually being done.
- 6. Recalculate the costs and benefits.
- 7. Prepare a final project report summarizing:
  - o Dates
  - o Resources used
  - o Benefits gained
- 8. Set up for further review of processes by making certain that documentation is current.
  - o Process charts
  - o Playscript
  - o Responsibility charts
  - o Annotated forms
- 9. Disband the implementation effort, turning over records to the appropriate group.

### **PUBLICIZE**

- 10. Prepare a videotape if possible.
- 11. Publish a write up in a company newsletter.

### **COMMEND**

- 12. Awards to participants.
  - o Banquets
  - o Company jewelry
  - o Money, etc.
- 13. Letters for participants.
  - o For their personnel files, commendations
  - o To the supervisors, managers.
  - o To the families.
- 14. Promotions.