

Don't know where to start?

We know the task of completing an assessment of your organization's PSEA progress and needs can be daunting. That's why we've created a sample workback schedule to help you prioritize!

<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="background-color: #00a651; color: white; padding: 5px; border: 1px solid black;"> January 25th Deadline to submit to Digna </div> <div style="background-color: #00a651; color: white; padding: 5px; border: 1px solid black;"> End of Fiscal </div> </div>					
November	December	January	February	March	April
Review assessment tool & create completion workplan	<div style="background-color: white; color: #004a87; padding: 5px; border: 1px solid black; margin: 0 auto; width: 80%;"> Q&A session December 15 </div> Data collection & consultations for completion of assessment tool	<div style="background-color: white; color: #004a87; padding: 5px; border: 1px solid black; margin: 0 auto; width: 80%;"> Q&A session January 19 </div> Review of data & PSEA workplan creation	PSEA workplan approval & Budget development	PSEA Budget approval for next fiscal year	PSEA workplan implementation
<p>The PSEA focal point and organizational leader (if they are not the same person) should meet to review capacity for the completion of the assessment tool.</p> <p>To consider:</p> <ul style="list-style-type: none"> Who will be responsible for completing the assessment? Do we have capacity to do the whole assessment, or just certain sections? Who else needs to be involved? 	<p>Time to use the guiding questions in the tool to analyze policies, procedures, and practices in the organization.</p> <p>To consider:</p> <ul style="list-style-type: none"> Who will validate the answers to each section? How can the data collection process be collaborative & accurately reflect reality? 	<p>Reflecting on the overall scores, what are the gaps identified?</p> <p>To consider:</p> <ul style="list-style-type: none"> How to prioritize? <i>We suggest starting with the GAC requirements (Code of Conduct and Reporting Mechanism)</i> What is a realistic timeline for each area of work? What are measurable and realistic targets for the organization's PSEA objectives? 	<p>After getting leadership approval for a realistic, measurable workplan, assess what is needed to make it happen.</p> <p>To consider:</p> <ul style="list-style-type: none"> What human and financial resources are needed in addition to current capacity? Where can these resources be found? Are there reallocations or resource acquisition needs? 	<p>Ensure that PSEA is included in the annual budget for the following year to be approved by the board of directors.</p> <p>To consider:</p> <ul style="list-style-type: none"> Create a specific line in the budget for PSEA, including where the money will come from. <i>Please note that current GAC guidance is to use overhead funding to pay for PSEA costs for the organization and each project.</i> 	<p>Now that you have an understanding of your organizations PSEA priorities, a plan to address the gaps, and an idea of how to make it happen, it's time to get to work!</p> <p>To consider:</p> <ul style="list-style-type: none"> Add PSEA to job descriptions for all staff, depending on their area of responsibility (not all staff will be involved in creating policies, but they will be trained they are created)