

Checklist

IM Governance, Accountability and Organization Guideline

Use the below to support your understanding and implementation of the guidance provided in the GuideBook: IM Governance, Accountability and Organization Guideline.

Understanding IM Governance Framework

- Review Framework Diagram, Governance Components and IM Accountability and IM Organization

Document the IM Governance Framework

- Prepare a pictorial representation with descriptions to assist in analysis and add to the model any department or other public body specific functions.

Identify Staff Who Perform IM Functions

- Gather a solid understanding of the staff available to perform the IM functions
- Use the IM Governance Framework to identify the staff that currently perform functions.
- Note functions that do not have resources allocated.

Map Existing IM Functions to Staff

- Examine the existing functions to determine whether staffing allocations are appropriate.

Define the IM Accountability Structure

- Identify who is engaged in each IM function and at what level (differs from the organizational structure because it identifies numerous resources engaged in operations other than IM (e.g., legal counsel)).

Document the IM Organizational Structure

- Identify staff in the organizational structure have IM functions within their position description and are primarily responsible for IM functions (differs from the accountability model in that it identifies the way in which IM staff are organized within the department or other public body).

Obtain Approvals

- IM governance components and the accountability and organizational structures require regular review as per established organizational protocols.

Review Cycle, Monitor and Verify

- Assign responsibility for lifecycle management of the IM Governance Framework
- Review and validate compliance, performance and capacity