NACDD Consultant Completion Checklist

Purpose

This document should assist the Lead Consultant with project administration when another consultant will no longer be working on his/her project.

The checklist is to ensure that all relevant information has been communicated and that all tasks have been completed prior to the last day of work assignment for the non-lead consultant.

**Program Evaluation Tasks:**
1. Are all program activities/contract deliverables completed of which you were assigned?
2. Have you provided the Lead Consultant with a final update, including identifying outstanding items?
3. Have you provided meeting notes to the Lead Consultant?

**Professional Development Tasks:**
1. Do you have any outstanding items, such as technical assistance webinars to be placed on the NACDD website?
2. Have you provided Lead Consultant with all project written materials and resources related to the program?

**Communications and Member Service Task**
1. Do you have any articles or information to provide to the Lead Consultant for publication in the annual report, e-bulletin, etc?
2. Have you filled out an “Archive Template” form for all published or downloadable documents on the website?
3. Have you removed or updated the POC information on appropriate webpages?
4. Have you ensured that all members of listservs are inputted into the NACDD master database?
5. Have you completed a “Website Wrap Up” form and submitted it to Communications Department?

**Finance and Operations Tasks:**
1. Do you have any outstanding expenses that you have not submitted for payment?
2. Are you aware of member/partner travel reimbursement expenses that have not been submitted to NACDD?
3. Does NACDD have an updated mailing address and contact information on file?
4. Do you want to keep your NACDD email address active?
5. Online data backup feature: Have you scheduled a conference call with NACDD IT to remove this feature from your computer?