

## QUICK TIPS – *Working Groups*

When setting-up a Working Group, defining its Charter is a critical consideration. Addressing the *Reporter's Questions* – Who, What, Where, When, Why, and How – will establish a shared understanding and will create its operational foundation.

### What

- ◆ Clearly articulate the Working Group's Mandate.
- ◆ Detail the specific deliverables.
- ◆ Define authorities and resources.

### Why

- ◆ Create the context for the Working Group.
- ◆ Explain how the Working Group's Mandate relates to the organization's broader goals.
- ◆ Discuss its importance.

### Who

- ◆ Identify the Working Group's participants.
- ◆ Describe their attributes and their expected contributions.
- ◆ Assign roles and responsibilities.

### Where and When

- ◆ Develop a Project Plan.
- ◆ Link key deliverables to a time-line.
- ◆ Connect individual responsibilities to the deliverables.

### How

- ◆ Define the Working Group's operating mode.
- ◆ Identify communication approaches.
- ◆ Develop ways to engage the organization in the process.

Executing this methodology is the critical first step in organizing a Working Group. Investing this time and effort will support the Working Group's ultimate success.

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