

## Activity 4.1: Resourcing Your Office Checklist

To Resource Your Office Have You:	✓
<p>1. Identified current human resources?</p> <ul style="list-style-type: none"> <li>– Talked with team about what they do, what programs they support, their workload demands, what their individual skills are, and how they fit into the office and organization</li> <li>– Talked with other functional and organization stakeholders to learn about how well they are being served by the office and what improvements could be made</li> </ul>	
<p>2. Identified current property accountable to the office and/or Small Business Senior Leader?</p> <ul style="list-style-type: none"> <li>– What equipment does the office use?</li> <li>– What is the state of the equipment?</li> <li>– Who is the equipment custodian? What organizational requirements must this individual follow to manage or maintain the inventory?</li> <li>– Does the office have exclusive use of the equipment or is it shared?</li> <li>– What does the office pay to maintain? What are the budget implications associated with office information technology (IT) equipment? What are the procedures and schedules for IT equipment issue and reissue?</li> <li>– What other property is the office responsible for, if any?</li> <li>– Are there any essential equipment shortfalls?</li> <li>– What IT systems, if any, is the office involved in developing to improve operations through leveraged IT?</li> </ul>	
<p>3. Determined allocated operating budget and assessed sufficiency for current operations?</p> <ul style="list-style-type: none"> <li>– What is the current operating budget?</li> <li>– What does the operating budget cover (e.g., salaries, equipment, miscellaneous supplies for office operations, training, contract support, travel, subordinate offices)?</li> <li>– How does the organization assign and allocate budgets? Is your budget commensurate with similar-sized offices?</li> <li>– Who is the right person (or persons) to approach to seek initial budget dollars or additional funds?</li> </ul>	

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<p>4. Identified the information necessary to run the office?</p> <ul style="list-style-type: none"> <li>– What operating procedures are necessary?</li> <li>– What functions and policies must be adhered to regarding items such as equipment custody, records management/files, Government Purchase Card (GPC) management, small business achievements, suspense tracking, calendar/event management, travel/timing, small business policy management and training, resource management, compliance programs, awards programs, etc.</li> <li>– How is performance monitored?</li> <li>– What information gathering takes place?</li> <li>– Who is responsible for internal information collection and reporting?</li> </ul>	
<p>5. Determined current areas of risk?</p> <ul style="list-style-type: none"> <li>– Where are the weaknesses in terms of allocated manpower, the operating budget, accountable equipment, existing facility space, etc.?</li> <li>– How are existing weaknesses affecting allocated manpower, the operating budget, equipment, and facility space, etc.?</li> <li>– What would happen if these weaknesses continued to exist? How would the office be affected in the future?</li> <li>– What should be done to mitigate the effects of these weaknesses on office operations and performance now and in the future?</li> </ul>	
<p>6. Determined mission alignment?</p> <ul style="list-style-type: none"> <li>– Is the small business office aligned with the organization's mission?</li> <li>– Do the small business office and its subordinate offices provide services that add value and maximize small business utilization?</li> </ul>	