

**Key Illustrative Documents for Review, by Domain**

<b>Core Domains</b>	
<b>GOVERNANCE AND LEADERSHIP</b>	<b>FINANCE, OPERATIONS, AND ADMINISTRATION</b>
Constitution Registration documents Board manual Board evaluation tools Board evaluation reports Strategic plan Board minutes Board appointment letters Financial statements Strategic plan Annual operation plan Resource mobilization strategy/plan Succession plans	Financial and procurement policies Payment vouchers Cash book Donor contracts Donor financial reports, financial statements Asset register Payroll Staff files with curriculum vitae and job descriptions Annual audit reports Management reports Engagement letters Budget variance reports Audit reports and management letters Chart of accounts Financial management system Asset management and disposal policy Operations and administration policy Approved financial reports
<b>HUMAN RESOURCES MANAGEMENT</b>	<b>RESOURCE MOBILIZATION</b>
HR policies and strategies HR structure and job descriptions Strategic plan Organogram Personnel files Recruitment files HR data management system Staff performance reports Staff development plans Payroll Pay slips	Resource mobilization plans and strategies Resource mobilization operational plans Organogram and job descriptions Funding pipelines Donor matrix Donor scoping reports Contracts and memorandums of understanding (MOUs) Financial statements

<b>Core Domains</b>	
<b>COMMUNICATIONS</b>	<b>PROGRAM MANAGEMENT</b>
Communications policy Communications strategy Branding and marketing plan Websites Intranet Publicity materials, flyers, brochures Organogram	Baseline/formative evaluation reports Situational analysis reports Program start-up plans Program work plans Work plan review reports Program documents and proposals Program management guidelines Risk plans Program quality plans Close-out plans Advisory committee minutes Work plan status matrix and reports Program internal and external review reports Individual staff work plans
<b>M&amp;E AND KM</b>	<b>SOCIAL AND BEHAVIOR CHANGE COMMUNICATION</b>
Relevant results frameworks Project M&E plans M&E guide M&E budget M&E work plan M&E reports Project progress reports Data management system and filing system KM system and plan Data analysis matrices Audience analysis Data collection reports Data quality assessment and audit reports Data quality improvement plans Project review meeting reports or minutes Research protocols Mid-term reports (where applicable) End-of-project report (where applicable)	Situation analysis reports Formative research plans and reports Data use workshop reports or agendas Communication strategy workshop agendas Communication strategies Communication creative briefs Communication products Workplans Media plans Advocacy strategy

<b>Core Domains</b>	
<b>ADVOCACY, NETWORKING AND ALLIANCE BUILDING</b>	<b>SERVICE DELIVERY AND QUALITY ASSURANCE</b>
<p>Advocacy strategies  Advocacy action plans  Organogram  Research reports (advocacy issues)  List of membership networks  Reports of networking activities  Policy briefs, fact sheets, briefing cards, advocacy audiovisuals, memos, petitions  Advocacy reports, materials, acknowledgment documentation  Situational analysis reports and situational analysis consultative meeting reports  Audience analysis worksheets  Advocacy process reports on messaging  Annual advocacy budgets</p>	<p>Brochures or informational materials specific to services provided  Program review reports or minutes  Outdated and reviewed materials  Distribution lists  Client survey report  Standards and protocols  Quality assurance reports  Reports or minutes initiating or developing service improvement  Report or documentation on analysis of best practices  Service delivery protocols, guidelines, standards; program progress technical reports  Reports or documentation on changes made based on learning</p>
<b>COORDINATION AND COLLABORATION</b>	<b>GRANTS AND SUB-GRANTS MANAGEMENT</b>
<p>List of coordination platforms  List of members and participants in those platforms  Draft or final Terms of Reference (TOR) for the forums  Agendas and minutes of meetings  Reports of issues addressed or feedback  Reports or minutes initiating or developing TOR  Minutes of joint planning, action, and technical working groups  Organization's coordination mandate document; policy documents; reports and minutes of coordination meetings  Strategic or operational plans showing activities in line with mandate; partner meetings' attendance lists  List of stakeholders and groupings; minutes or report of meetings with stakeholders  Reports of assistance or support given to stakeholders</p>	<p>Grants management manual  Financial statements  Organogram  Staff training records  Grants and sub-grants management system  Contracts and MOUs  End-of-project reports  Grants closeout plans</p>