



Official Checklist

Worksheet - Compliance Staffing



Practice	Implementation	Notes, Action Items
Skilled and knowledgeable individuals are made available to contribute to the compliance effort.	<input type="checkbox"/> Complete <input type="checkbox"/> Partial <input type="checkbox"/> Not available <input type="checkbox"/> Not applicable	
Dedicated assignments to the compliance function provide continuity of involvement and accumulation of expertise.	<input type="checkbox"/> Complete <input type="checkbox"/> Partial <input type="checkbox"/> Not available <input type="checkbox"/> Not applicable	
Job descriptions identify the skills and insights needed to perform compliance functions adequately.	<input type="checkbox"/> Complete <input type="checkbox"/> Partial <input type="checkbox"/> Not available <input type="checkbox"/> Not applicable	
The organization identifies individuals with the skills, insights, and interest needed to contribute to the compliance function.	<input type="checkbox"/> Complete <input type="checkbox"/> Partial <input type="checkbox"/> Not available <input type="checkbox"/> Not applicable	
Compliance contributors are drawn from cross-functional departments, as needed.	<input type="checkbox"/> Complete <input type="checkbox"/> Partial <input type="checkbox"/> Not available <input type="checkbox"/> Not applicable	
Training and experiential learning opportunities are provided to build necessary skillsets.	<input type="checkbox"/> Complete <input type="checkbox"/> Partial <input type="checkbox"/> Not available <input type="checkbox"/> Not applicable	
External consultants are hired, as needed, to augment the internal compliance effort.	<input type="checkbox"/> Complete <input type="checkbox"/> Partial <input type="checkbox"/> Not available <input type="checkbox"/> Not applicable	
Estimates of total compliance effort and duration are prepared to address the organization's compliance requirements.	<input type="checkbox"/> Complete <input type="checkbox"/> Partial <input type="checkbox"/> Not available <input type="checkbox"/> Not applicable	

Estimates of product-related compliance activities are estimated and tracked from the perspective of both the organizational compliance team and the product team.	<input type="checkbox"/> Complete <input type="checkbox"/> Partial <input type="checkbox"/> Not available <input type="checkbox"/> Not applicable	
A staffing plan is prepared and followed to provide a level of responsiveness and cycle time adequate for product release cycles.	<input type="checkbox"/> Complete <input type="checkbox"/> Partial <input type="checkbox"/> Not available <input type="checkbox"/> Not applicable	
Progress is tracked against the organization's and product team's compliance plans and additional resources are added as needed to achieve compliance objectives.	<input type="checkbox"/> Complete <input type="checkbox"/> Partial <input type="checkbox"/> Not available <input type="checkbox"/> Not applicable	