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# Official Checklist

**Worksheet - Compliance Staffing**

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| **Practice** | **Implementation** | **Notes, Action Items** |
| Skilled and knowledgeable individuals are made available to contribute to the compliance effort. | * Complete * Partial * Not available * Not applicable |  |
| Dedicated assignments to the compliance function provide continuity of involvement and accumulation of expertise. | * Complete * Partial * Not available * Not applicable |  |
| Job descriptions identify the skills and insights needed to perform compliance functions adequately. | * Complete * Partial * Not available * Not applicable |  |
| The organization identifies individuals with the skills, insights, and interest needed to contribute to the compliance function. | * Complete * Partial * Not available * Not applicable |  |
| Compliance contributors are drawn from cross-functional departments, as needed. | * Complete * Partial * Not available * Not applicable |  |
| Training and experiential learning opportunities are provided to build necessary skillsets. | * Complete * Partial * Not available * Not applicable |  |
| External consultants are hired, as needed, to augment the internal compliance effort. | * Complete * Partial * Not available * Not applicable |  |
| Estimates of total compliance effort and duration are prepared to address the organization’s compliance requirements. | * Complete * Partial * Not available * 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. | * Complete * Partial * Not available * Not applicable |  |
| A staffing plan is prepared and followed to provide a level of responsiveness and cycle time adequate for product release cycles. | * Complete * Partial * Not available * 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. | * Complete * Partial * Not available * Not applicable |  |