**Offboarding Memo**

*Thank you for all of the time and dedication you put into this team, and for the insights and knowledge you shared with us along the way. We know that there are many details of the tasks you have been part of and insights you have gained that might not have come up in team meetings before. As you transition off of the project, we ask that you complete this memo to document your processes, learnings and insights. Doing so will help us help us capture the knowledge you have created and facilitate an effective handoff of your current tasks to other team members. Please send the completed form to* [*orsj.lab@gmail.com*](mailto:orsj.lab@gmail.com) *and* [*k.maass@northeastern.edu*](mailto:k.maass@northeastern.edu)*.*

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| *Offboarding Checklist:* | |
|  | *Make any necessary edits and documentations to files that you have worked on to ensure that anyone else who opens the document will be able to clearly understand what each document contains. For example, including “ReadMe” documents are helpful to know what each file contains or how to read the files.* |
|  | *Ensure all files related to this project are stored in our shared Dropbox Folder (unless the specific project you work on primarily uses Box or Microsoft Teams, in which case, please ensure the files are uploaded to those platforms.) Files should not be only stored on Google Drive. This includes all code, writing, presentations, analysis, data, etc.* |
|  | *If you had a dissertation or thesis defense, please send me your final presentation slides.* |
|  | *Ensure that all subscriptions the ORSJ Lab has purchased for you are cancelled (e.g., Dropbox extra storage). Send a confirmation email to Kayse Lee Maass and the ORSJ Lab Project Manager with documentation that these have been canceled. (Please note that if you are submitting your project files to our lab via Dropbox, it is important that you ensure Kayse Lee Maass or the Project Manager has downloaded all of your files before you cancel your Dropbox subscription)* |
|  | *Return all ORSJ lab equipment to Kayse Lee Maass. This includes any ORSJ Lab laptops or other equipment (e.g., laser pointer, computer adapters, etc.).* |
|  | *Please write a response to each of the questions below. If you were involved in more than one project, please copy and paste text for each project that you are transitioning off of.* |
|  | *Save a copy of this completed memo with the title “Offboarding Memo\_Last Name\_First Name\_Year Month Date” (e.g., “Offboarding Memo\_Maass\_Kayse\_2021 08 27”) to our shared Dropbox (or Box/MS Teams) folder in a subfolder called “Offboarding”* |
|  | *Please also email a copy of your completed memo to Kayse Lee Maass and the ORSJ Lab Project Manager* |

**Project Name:**

1. Describe what tasks you have worked on during your time on the project and indicate the location of any documents you have written or worked on that correspond to your analysis, findings, etc. that would be helpful for future team members to access.
2. What suggestions do you have for the next person who takes on the tasks you have been working on? What should they focus on first to best help them understand what you have done and what needs to be done next?
3. Describe any key learnings, insights, or ideas that you have had while working on the project.
4. Are there any analysis, perspectives, or extensions to this work that we haven’t considered yet? What are the potential extensions to the work that we should consider in the future?
5. Would you like us to reach out to you in the future if any other questions about the work you have contributed to come up? If so, how do you prefer we contact you?
6. If you are graduating or moving on to another job and would like to share what your plans will be, we’d love to hear!
7. Do you have a non-NU email address that we use to contact you in the future?
8. Is there anything else you’d like to share with us that we haven’t asked?