**Resource Sheet: Sample Best Practices for Meeting Contract Deliverables**

Implementing the following best practices will aid your organization meet, or exceed, contract deliverables and to develop and maintain a good working relationship with funders. These are in no particular order.

What could you add to this list?

* Put systems in place to ensure you adhere to all expectations around privacy, and the retention and disposal of paper and electronic documents; for example.
* Create a detailed work plan.
* Ensure that all staff involved in the project are crystal clear about what they are supposed to do, why and when.
* Schedule regular project status meetings. Take minutes and note action items with who is responsible for what. Follow up on action items during each meeting. It is easier to schedule meetings well in advance and cancel them if they are not needed than to coordinate everyone’s busy schedules later on in the project.
* Assign someone as the “most responsible person” for keeping track of project deliverables and your progress towards them.
* Determine who in your organization will sign off on deliverables. This person confirms that you have completed what you have set out to do and that you have achieved the desired level of quality.
* Make or buy a system to keep track of progress and train staff on its use. The system does not have to be complicated; it just has to work for you.
* Assess progress against the plan regularly - don’t let it slide!
* Understand your project staff. Learn how to support and motivate them, as well as how to talk about what is not going so well.
* Anticipate what might go wrong with the project and think through some alternatives that will get you back on track. This is tied to risk management.
* Communicate with senior management and the funder regarding obstacles, challenges and delays. There should be no surprises.