

Assigning Roles and Responsibilities

This worksheet was created by The Denver Foundation's Inclusiveness Project (www.nonprofitinclusiveness.org) to support organizations doing inclusiveness work.

Users are encouraged to customize the worksheet to meet the needs of their respective organizations

Instructions

Decide who will complete the following responsibilities and the date by which they will be completed.

Responsibility	Responsible Party	Completion Date
Rewrite diversity/inclusiveness definitions (if needed).		
Rewrite case statement (if needed).		
Write introductory section.		
Write overview of information gathered.		
Write narratives for each action plan (optional).		
Compile all elements into one document.		
Review/edit first draft of inclusiveness blueprint.		

Approve final inclusiveness blueprint.		
Write executive summary of inclusiveness blueprint (optional).		

Name of Organization _____

Date Exercise Completed _____