

Check Sheet for “15 Management Capabilities to Improve NPOs” (Simplified version) (beta version)

As of January 15, 2016

Item	YES, NO or MAYBE
Mission, Vision, Strengths	
Is there a stipulated organizational mission, and is this being communicated within the organization?	
Is the organization’s mission being communicated to its members?	
Is there an organizational vision stipulated for the next three to five years?	
Is the organization’s vision being applied to its projects?	
Do the board members and staff share a common understanding of the organization’s strengths and weaknesses?	
Project Planning	
Is there a project plan stipulated for the next three to five years?	
Is there a project plan stipulated for each fiscal year?	
Does the project plan establish an idea of the expected impact on society?	
Are the needs of society being taken into account when planning projects?	
Are there opportunities to reflect on past projects on an annual basis?	
Human Resource Management	
Is the division of roles for everyone involved in the organization (e.g. board members, staff, volunteers) clear?	
Are individual work schedules and workloads being communicated among the office staff?	
Are efforts being made to make communication easier within the organization?	
Are any staff development initiatives being taken?	

Are volunteers being organized so as to allow them to engage in meaningful activities?	
Organizational Management and Governance	
Are the board members responsibly engaging in the management of the organization?	
Is the decision-making process of the organization clearly stipulated?	
Do the auditors have opportunities to freely inspect the organization's circumstances?	
Does the organization have rules in place to protect information such as personal information?	
Is the labor management necessary for the organization's operations being dealt with?	
Are the tax matters necessary for the organization's operations being dealt with?	
Financial Resources/Fund Management and Accountability	
Does the organization have a detailed plan for the next three to five years stipulating the structure for financial resources it is working towards?	
Are efforts being made to expand the number of the organization's supporters?	
Is the budget being properly managed?	
Are the organization's project reports and financial statements open/accessible to the public?	
Does the organization have the appropriate accounting rules in place?	