

Taskforce on a page: top tips for an effective taskforce

SCOPE:

Take the time to fully scope and understand the work of the taskforce

- Clearly [define the problem](#) the taskforce is trying to solve
- Determine your [key deliverables](#)
- Develop a [timeline](#)
- Develop [clear terms of reference or scope](#)

GOVERNANCE:

Enable effective decision-making through a strong authorising environment and clear lines of authority

- [Understand your authorising environment](#) to ensure support from senior decision-makers
- [Establish a governance structure](#) tailored to the needs of the taskforce – be mindful of overly complex governance that will hinder progress
- [Establish a process for achieving effective advice and decision-making](#) through your governance arrangements

PROJECT MANAGEMENT

Plan and manage your taskforce's work to keep it on track

- [Apply project management](#) from the very beginning – consider what style of project management (e.g. agile) is right for your team
- [Develop a work plan](#) based on your timeline and deliverables and make it available to the whole team and key stakeholders
- Assign project management responsibilities to a single person or team

STAKEHOLDER ENGAGEMENT

Identify and engage with stakeholders early to inform your work and get buy-in to your taskforce's objectives

- [Identify and map internal and external stakeholders](#) based on their interest in and influence on taskforce objectives
- [Develop a stakeholder engagement plan](#)
- Close the feedback loop



STAFFING & LEADERSHIP

Build an effective team with the right mix of skills, experience and expertise

- [Identify the skills, subject matter, attributes and experience mix](#) needed to achieve your objectives.
- Make [staff requests](#) as specific as possible, and consider interviewing or a trial period
- [Decide a team structure based on work streams or roles](#), but be flexible to change
- [Build a positive and collaborative work environment](#) and empower your staff to achieve objectives

CORPORATE & ADMIN

Plan for corporate and administrative requirements as soon as possible to enable your team to focus on its core work

- [Have a dedicated administrative support person](#) (ideally from the host agency) from the beginning
- Use the [taskforce administration checklist](#) to establish all necessary arrangements.

CLOSURE & HANDOVER

Ensure effective implementation of your taskforce's work, and support staff on their transition out of the taskforce

- [Engage early with the implementation team](#)
- [Create a dedicated wrap-up plan](#) and provide a clear, useful handover
- [Maintain organised and comprehensive records](#) throughout the taskforce, especially for decisions made
- [Engage early with secondees' home areas](#) to plan for their return