

# Brainstorm Key Departments

## Purpose of the Tool

Use this sheet to create a comprehensive list of department partners to recruit for your audit process. This sheet will serve as a reference when you conduct outreach for the audit.

## Department Partners

Department Name	Primary Contact	Email	Additional Notes

# Key Questions to Consider

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- 1) Has this staff member worked within the department for longer than 9 months?
- 2) Is this staff member included in most department meetings and decisions?
- 3) Does this staff member have the necessary connections and relationships within the department to fill any potential gaps in knowledge?
- 4) Does this staff member have a student-facing role or are they the person students go to for help when experiencing financial insecurity?
- 5) Does this staff member have the time/ bandwidth to participate in audit?

**If you answered “yes” to most of the questions, then that staff member will likely be an effective partner for the audit.**

Keep in mind that if the partner you were considering does **not** fit the characteristics above, there may be someone else within the department who has more knowledge or expertise about existing resources.

When reaching out to a colleague, emphasize that they should feel comfortable recommending an alternative member of their team to help and that they can lean on other staff members to ask for additional information about resources. Additionally, make sure to provide them with a communal document link or the Excel version of the Resource Sheet in your email so they can directly update the list of resources.



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