








EMPLOYMENT EQUITY LIFE-CYCLE MANAGER

		CHECK LIST		STAKEHOLDERS					
		✓	✗	EMPLOYMENT EQUITY FORUM	ASSIGNED SENIOR MANAGER	HUMAN RESOURCES	LINE MANAGEMENT	EXCO	EMPLOYEES
ENABLING ENVIRONMENT FOR EMPLOYMENT EQUITY IMPLEMENTATION 	Employment Equity Strategy				R	S	I	A	
	Employment Equity Policy			I	R	S	I	A	I
	Employment Equity Forums established			I	A/R	S	C	C	I
	Employment Equity Forum Constitution			C	A/R	S	I	I	I
	Stakeholders, responsibilities, relationships clarified			C	A/R	S	I	I	I
	Employment Equity Training			I	A/R	S	I	I	I
	Summary of the Act displayed			I	A/R	S	I	I	I
	Desktop Audit of Policies				A/R	S	I	I	
	Analysis of Practices (Survey/Focus Groups)				A/R	S	I	I	
	Workforce Profile Analysis Profile				A/R	S	I	I	
	Employment Equity Barriers Identified			C	A/R	S	C	C	
	Consultation on Employment Equity Barriers			C	A/R	S	I	I	
	Affirmative Action Measures				A/R	S	C	C	
	Numerical Goals				A/R	S	C	C	
	Employment Equity Plan			C	A/R	S	C	C	
	Consultation on Employment Equity Plan			C	A/R	S	C	C	
Employment Equity Plan communicated to all stakeholders			C	A/R	S	C	C	I	
IMPLEMENTATION: YEAR 1 	Employment Equity Forum Meeting: Quarter 1			R	A	S	I	I	I
	Employment Equity Forum Meeting: Quarter 2			R	A	S	I	I	I
	Employment Equity Forum Meeting: Quarter 3			R	A	S	I	I	I
	Employment Equity Forum Meeting: Quarter 4			R	A	S	I	I	I
	Affirmative Action Measures Completed				A	S	R	I	
	Consultation on EEA 2 Report			C	A	S	I	I	I
	Submitted EEA 2 and EEA 4 Reports				R	S	I	A	
IMPLEMENTATION: YEAR 2 	Employment Equity Forum Meeting: Quarter 1			R	A	S	I	I	I
	Employment Equity Forum Meeting: Quarter 2			R	A	S	I	I	I
	Employment Equity Forum Meeting: Quarter 3			R	A	S	I	I	I
	Employment Equity Forum Meeting: Quarter 4			R	A	S	I	I	I
	Affirmative Action Measures Completed				A	S	R	I	
	Consultation on EEA 2 Report			C	A	S	I	I	I
	Submitted EEA 2 and EEA 4 Reports				R	S	I	A	
IMPLEMENTATION: YEAR 3 	Employment Equity Forum Meeting: Quarter 1			R	A	S	I	I	I
	Employment Equity Forum Meeting: Quarter 2			R	A	S	I	I	I
	Employment Equity Forum Meeting: Quarter 3			R	A	S	I	I	I
	Employment Equity Forum Meeting: Quarter 4			R	A	S	I	I	I
	Affirmative Action Measures Completed				A	S	R	I	
	Consultation on EEA 2 Report			C	A	S	I	I	I
	Submitted EEA 2 and EEA 4 Reports				R	S	I	A	
IMPLEMENTATION: YEAR 4 	Employment Equity Forum Meeting: Quarter 1			R	A	S	I	I	I
	Employment Equity Forum Meeting: Quarter 2			R	A	S	I	I	I
	Employment Equity Forum Meeting: Quarter 3			R	A	S	I	I	I
	Employment Equity Forum Meeting: Quarter 4			R	A	S	I	I	I
	Affirmative Action Measures Completed				A	S	R	I	
	Consultation on EEA 2 Report			C	A	S	I	I	I
	Submitted EEA 2 and EEA 4 Reports				R	S	I	A	
IMPLEMENTATION: YEAR 5 	Employment Equity Forum Meeting: Quarter 1			R	A	S	I	I	I
	Employment Equity Forum Meeting: Quarter 2			R	A	S	I	I	I
	Employment Equity Forum Meeting: Quarter 3			R	A	S	I	I	I
	Employment Equity Forum Meeting: Quarter 4			R	A	S	I	I	I
	Affirmative Action Measures Completed				A	S	R	I	
	Consultation on EEA 2 Report			C	A	S	I	I	I
	Submitted EEA 2 and EEA 4 Reports				R	S	I	A	
REVIEW TRANSFORMATION 	Transformation strategy				R	S	I	A	
	Employment Equity compliance				R	S	R	A	
	DG Review results				R	S	R	A	
	DOL inspection outcomes				R	S	R	A	
	Progress against EE plan				R	S	R	A	
	Employment Equity structures and resources				R	S	R	A	
BUSINESS CASE	Business Case for new Employment Equity Plan Approved				R	S	R	A	

R = Responsible (Those who do the work to achieve the task)	A = Accountable (The one ultimately answerable for the correct and thorough completion of the deliverable or task)	S = Support (Resources allocated to 'Responsible')	C = Consulted (Those whose opinions are sought, typically subject matter experts)	I = Informed (Those who are kept up-to-date on progress)
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