

BEST PRACTICES JOB AID

This job aid can be used as a checklist to verify that you have covered as much as possible when documenting a Best Practice.

DOCUMENT HEADING INCLUDE ALL SIX

TITLE

Name of document or short title to describe your Best Practice.

CATEGORY

Specify which **category** and **sub category** your Best Practices fits.

1. **Prevention** – Marine Safety, Marine Training, Navigation Systems, Program Visitor, Public Education, State Liaison or Vessel Examinations
2. **Response** – Aviation, Communications or Operations
3. **Logistics** – Communication Services, Diversity, Food Services, Human Resources, Information Services, Public Affairs, Publications or Materials

PUBLICATION DATE

Month and year when submitting this Best Practice.

AUTHOR(S) AND CONTACT INFORMATION

Name of person, email, phone number and unit of the person(s) who can be contacted for more information about this Best Practice.

OBJECTIVE

Provide one sentence that describes the objective of this Best Practice document.

RESULTS ORIENTED

State how using this Best Practice has improved/added positive results. State the difference between before and after using this Best Practice and how you measured that result.

DOCUMENT BODY COLLECTING, ANALYZING AND ORGANIZING

Here is where you write your Best Practice. Before you start writing, ask yourself these questions. This will help you collect all required information, identify why and how it is a Best Practice and organize your document (which may include audio or video products as well).

1. **Location** - What is the geographical range where this Best Practice can be used?
2. **Cost** – Have I identified any related costs for implementation of this Best Practice, including financial and human resources? Are there any cost efficiency indications?
3. **Sustainability** - What are the key elements needed for the Best Practice to be successful and sustainable over time? Have I considered how this Best Practice is contributing to risk reduction and crisis management?

4. **Replicability** - What are the conditions that need to be in place for the Best Practice to be successfully replicated? How can the Best Practice be adapted to another context or geographical area? Is this practice new, unique, and does it exceed what is currently being accomplished? Have I identified clearly why and how it is a Best Practice; why it should be shared and how it could be copied by others?
5. **Content** – Have I provided a step-by-step approach/process so that it can be easily understood and adopted? Is my written document clear and understandable? Have I received feedback from others on it, had it proofread, and edited? What training manuals, guidelines, technical fact sheets, posters, pictures, video, or audio documents, and/or websites should I include as related resources? Have I checked all the hyperlinks?
6. **Validation** – Have I confirmed the impact and usefulness of this Best Practice? Has a thorough evaluation been completed, which includes validation by the end user and how needs were addressed?

END SAVE AND ATTACH AS A WORD DOCUMENT