MDG Handover

Names	Date Documented	Location
Nicolas Brandt- Finance & HR Department	6-21-24 to 7-16-24	

The problem: 1
- Key responsibilities like budget tracking and grant reporting lacked documentation and clear ownership
- Delays in monthly closings
- Missed deadlines and accountability gaps
- Stress and inefficiency during transitions
- Risk of payment delays and budgeting errors
- Staff wasted time searching for info instead of doing their work

The cause: 2
- No standardized or detailed handover process in place
- Critical knowledge and instructions were shared informally or not at all
- No centralized way to track responsibilities, deadlines, priorities, or task status across Finance and HR

The change: 3
- Created a structured handover document for the MDG office
- Listed all active financial and HR tasks with responsible and supporting staff
- Included deadlines, priority levels, completion rates, and file links
- Provided transparency, continuity, and guidance for the incoming team

The impact: 4
- The team now has a clear, centralized tool for managing ongoing responsibilities during transitions
- High-priority tasks like accounting closures and cash supply were completed on time (up to 95–100% completion)
- Progress on lower-priority tasks is now visible, highlighting where follow-up is needed (e.g., 30% for budget forecasting, 10% for grant tracking)
- Reduced confusion and downtime the staff no longer waste time figuring out who does what or where files are
- New team members can quickly get up to speed using the handover doc, reducing onboarding time
- Supports long-term stability by embedding a culture of documentation and accountability
- Aligns with organizational strategy by reducing operational risk and ensuring continuity in finance and HR work