



## Recommendations for a Successful Accreditation

The complexity of the application process will depend on the size and complexity of the organization. However, some key steps are recommended below to assist with the development of a successful application.

### 1. Select key project team members

Identify the members of your organization who will provide the essential information needed for the application and will serve as champions of the project across the organization. They may come from all levels of the organization and should include at least one representative of the senior management and one from the frontline workers.

### 2. Train and educate project team and staff

The process must start with the project team having a common understanding of the project and its goals. Providing the project team, the training needed to have a common language and vision is essential, while still allowing each member to bring their own expertise to the project.

### 3. Coordinate Project Management Tasks

To guide the GBAC STAR™ program, a GBAC Coordinator will manage the tasks listed below, which can be tracked by using the GBAC Project Tracking Tool.

#### Project Preparation

- Learn about available ISSA and GBAC resources
- Appoint the GBAC STAR™ Project Team
- Become a member of ISSA GBAC
- Initiate Education Program
- Assemble the Preliminary Technical Assessment Team
- Conduct Project Orientation
- Perform the Preliminary Technical Assessment
- Register Project
- Draft Preliminary GBAC STAR™ Project Scorecard
- Host GBAC STAR™ Program Kickoff
- Develop Project Certification Plan

#### Project Implementation

- Conduct Education and Training to adopt and implement policies, plans, and programs and monitor implementation of best practices
- Prepare application and necessary documentation
- Upload project team materials to ISSA GBAC Online Portal
- Submit completed application to ISSA GBAC for preliminary review
- Submit responses or clarifications for Final Review



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- Promote Success and Prepare for Recertification
  - Promote success – special ceremony and activities, issue press releases, and showcase on website and social media
  - Prepare for recertification

### 4. Conduct Preliminary Technical Assessment

GBAC STAR™ assigned team will work with the GBAC consultant to conduct the preliminary technical assessment, also referred to as the GBAC STAR™ Accreditation Assessment. The technical assessment focuses on the organizations ability to meet the prerequisites.

### 5. Draft Preliminary Project Scorecard and Monitoring Goals

A preliminary project scorecard will list the outputs and outcomes that a project is pursuing to ensure expectations are met. The scorecard can be created using the GBAC STAR™ Program Checklist, an Excel-based spreadsheet.

### 6. Host Project Kickoff

The project kickoff workshop is a collaborative session in which team members and stakeholders draft a plan to meet GBAC STAR™ Accreditation. This event is considered the “official” start of the project and helps to cultivate broad interest in the project and builds momentum and enthusiasm for achieving GBAC STAR™ Accreditation.

Project Kickoff Workshop is divided into two parts: the education presentation and the technical workshop. The agenda begins with an education presentation to senior administrators and staff, with the goal of receiving their support and commitment to the project’s success. The second part is the technical workshop which focuses on the development of the Accreditation Plan.

Project Kickoff Workshop

- Identifies outputs and outcomes needed to complete the project successfully
- Establishes GBAC STAR™ Accreditation as the shared goal of all participants
- Provides an opportunity to educate all stakeholders
- Increases the visibility of the project with senior administrators and the community
- Creates a roadmap for the GBAC STAR™ Accreditation Plan

### 7. Develop Project Accreditation Plan

The Project Accreditation Plan is a critical project management tool used to guide the GBAC STAR™ Accreditation process. The plan is based on the project scorecard but adds two elements: assigning responsibilities and scheduling milestones. The Plan development begins prior to the Project Kickoff Workshop and updated after this event. The GBAC STAR™ Coordinator will monitor progress and update the plan throughout the project’s implementation phase.



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### 8. Establish Project Schedule (GANTT Chart)

The GBAC STAR™ Accreditation application includes education, training, and performance data for the project over the performance period – the continuous, unbroken time during which sustainable operations performance is measured. A GANTT Chart will be developed identifying key dates for project implementation.