

Technical Working Group Development Guide

Tool Overview

Once the priority areas have been identified, Technical Working Groups (TWGs) can be utilized to focus specialized resources and activities toward accomplishing specific objectives. TWGs make up a smaller subset of the overall project where participants contribute their expertise on a specific topic or problem. The goal of TWGs is to foster close collaboration amongst key stakeholders and members dedicated to devising actionable solutions. This collaboration is a proven method for achieving desired outcomes through efficient use of time and available resources.

Applying and Implementing TWGs

When applying Technical Working Groups to your project, it is important to tailor all solutions to the specific needs established in your preliminary Needs Assessment and your Post-Assessment analysis. The following six steps provide a general framework for your TWG development.

Six-Step Framework for TWG Development:

1. Describe the problem	Provide sufficient background information to detail the selected problem. Be sure to include the current challenges, goals for improvement, and desired outcomes.
2. Identify the experts	Engage in-house experts to maximize the effective use of resources and develop localized solutions.
3. Documentation	Ensure documentation throughout the TWG lifespan to track progress and changes made in the process.
4. Define the scope of work	Once the participants have been selected, work together to determine the group's scope of work, including group expectations and deliverables. This step is essential for setting baseline targets and ensuring all members are on the same page.
5. Delegate responsibilities	Assigning roles and responsibilities ensures accountability and clear expectations of involved parties.
6. Establish a schedule	Collectively determine a timeline of deliverables and the frequency of group meetings needed to achieve desired outcomes.

Maintaining TWGs

The final essential piece of this guide involves active and frequent adjustments throughout the Technical Working Group's progress. Allowing the flexibility of course correction makes space for your TWG to practice continuous improvement. This guide should serve as a live document, updated regularly to track progress and document any necessary changes. Use the table below to document progress, updates, and changes to each of your Technical Working Groups.

Date	Progress	Changes	Comments