1. List some of your current projects:
   • ___________________________________________
   • ___________________________________________
   • ___________________________________________
   • ___________________________________________

2. Choose one of the above projects. Which project may be improved through the use of benchmarking?
   • ___________________________________________

3. Why are you benchmarking?
   • Purpose: ___________________________________________
   • Need(s): ___________________________________________
   • Desired outcomes(s): _____________________________

4. With whom will you benchmark? (internal, market basket, generic / off-list)
   • ___________________________________________
   • ___________________________________________
   • ___________________________________________
5. Who will you include in the conversation, and what is their role? (Leadership, Staff, Interested colleagues, Students, other)

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6. Brainstorm questions to ask:

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