

Base Pay Plan Checklist

Client:

Project Due Date:

Step	Completed By
1. Project plan	
2. Resources received from Client	
3. Comp Philosophy/Market Data guidelines	
4. Initial market matches/data	
5. Review initial market matches with client	
6. Changes to market matches/data	
7. Review changes to market matches with client	
8. Develop consolidated market data title listing	
9. Draft salary structure	
10. Draft any additional pay structures needed from geographic analysis	
11. Slot jobs	
12. Meeting to review final structure(s)/job slotting	
13. Conduct the Employee Incumbent Analysis	
14. Meeting to review Incumbent Analysis	
15. Make any changes needed to Incumbent Analysis as a result of internal equity review by client	
16. Wrap up any final changes	
17. Create executive presentation	
18. Deliver executive presentation at final meeting	
19. Other (specific to client)	