

# How effectively are you managing your plan?

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- Are your plan's goals and objectives documented in a formal policy?  
☐ Yes    ☐ No    ☐ Not Sure
- Do you periodically compare your plan's provisions, investment offerings, and employer contributions to industry norms and your peer group?  
☐ Yes    ☐ No    ☐ Not Sure
- Are you satisfied with the participation and savings levels?  
☐ Yes    ☐ No    ☐ Not Sure
- Are all individuals acting in a fiduciary capacity for your plan recognized in writing?  
☐ Yes    ☐ No    ☐ Not Sure
- On a regular basis do you compare administrative tasks to the plan documents to confirm you are following the guidelines?  
☐ Yes    ☐ No    ☐ Not Sure
- Is there a written Investment Policy that guides your plan's decision-making?  
☐ Yes    ☐ No    ☐ Not Sure
- Are your plan's investment options regularly evaluated against appropriate benchmarks?  
☐ Yes    ☐ No    ☐ Not Sure
- Do you follow a systemic process when adding or removing investment options?  
☐ Yes    ☐ No    ☐ Not Sure
- Are you aware of your plan's total expenses and how they compare to industry averages?  
☐ Yes    ☐ No    ☐ Not Sure
- Do you keep minutes from your retirement plan committee meetings?  
☐ Yes    ☐ No    ☐ Not Sure
- Do you gather and consider employee feedback to gauge their understanding of their retirement plan benefits?  
☐ Yes    ☐ No    ☐ Not Sure

How did you score?

### 9-11 =Exceptional

You have been taking the right steps to make sure your plan complies with the ERISA regulations outlined!

### 6-8=Acceptable

You are almost there, you completed several steps toward meeting your responsibilities.

### 4-5=Needs Attention

You're headed in the right direction, but need a deeper understanding of your fiduciary responsibilities and ERISA's requirements.

### 0-3=At Risk

There is much work that needs to be done, reach out for help regarding your fiduciary responsibilities and the requirements and guidelines of ERISA.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_