

Checklist for Planning and Implementing a Sustainability Plan

The checklist below includes action steps for developing and implementing effective sustainability plans and practices.¹

Sustainability Planning Checklist

Preparation

- Disseminate information on progress and outcomes to stakeholders
- Get approval and buy-in from key stakeholders to engage in planning
- Identify leadership for the planning effort
- Recruit and establish a planning team
- Clarify your team's role and scope of their work

Assess the current internal and external factors that impact sustainability

- Conduct an internal assessment, including:
 - Goals, strategies, and outcomes to date
 - Current funding, budget, and other resources
 - Organizational capacity and limitations
 - Involvement of Board of Directors or advisory boards
- Conduct an assessment of your partnerships, including:
 - Responsibilities of partners
 - Strengths and challenges of partnerships
 - Potential for enhancing existing partnerships
- Conduct an assessment of the broader community and record the results
 - Community needs and priorities
 - Current mix of services offered and how your services support them
 - Potential new partners
 - Funding resources in your community
- Record findings and identify key themes, issues, strengths, and challenges

Develop the plan

- Know your primary reason for developing resources
- Develop and clarify your priorities for ensuring a sustainable program
- Review and understand primary resource development options
- Develop resource goals based on your assessment and identified priorities
- Develop activities with realistic timelines, and assign roles for accountability
- Develop a final, written resource development plan
- Design a well-crafted media and outreach campaign

¹ Checklist adapted from National Mentoring Center <http://www.nwrel.org/mentoring>, accessed March 19, 2010.