## Program Assessment Worksheet

Use the worksheet to describe your organization’s promising practice(s). Next, share evidence that demonstrates success, and then provide a vision to move each promising practice forward.

| **Promising Practice** | **Provide Evidence or Examples that Demonstrate Success of the Promising Practice** | **Vision –** *What would it take to continue the promising practice?*  *(After the grant ends)* |
| --- | --- | --- |
| #1 |  | Modifications (if any) to be made to the promising practice once the grant ends:  Resources needed:  # of Staff and their role: |
| #2 |  | Modifications (if any) to be made to the promising practice once the grant ends:  Resources needed:  # of Staff and their role: |
| #3 |  | Modifications (if any) to be made to the promising practice once the grant ends:  Resources needed:  # of Staff and their role: |
| #5 |  | Modifications (if any) to be made to the promising practice once the grant ends:  Resources needed:  # of Staff and their role: |

## Succession Planning Worksheet

Use the worksheet to identify the necessary action steps to address your succession plan. Each action step should have an assigned staff, due date, and related resources required to ensure success.

| **Action Steps**  *What Will Be Done?* | **Staff Assigned** | **Due Date** | **Resources**  *A. Resources Available*  *B. Resources Needed (financial, human, political & other)* | **Status  Notes** |
| --- | --- | --- | --- | --- |
| **Step 1:**  Identify the strengths and challenges in your current team. |  |  | *A.*  *B.* |  |
| **Step 2:**  Assess individual and organizational gaps to determine developmental needs. |  |  | *A.*  *B.* |  |
| **Step 3:**  Identify and train a backup person for each staff function. |  |  | *A.*  *B.* |  |
| **Step 4:**  Create or update a binder or digital file that includes key documents. |  |  | *A.*  *B.* |  |
| **Step 5:**  (Add your own) What does your organization need to include being successful? |  |  | *A.*  *B.* |  |
| **Step 6:**  (Add your own) |  |  | *A.*  *B.* |  |

## Building and Maintaining Partnerships Worksheet

Use the below partnership template to conduct a regional partnership or stakeholder analysis.

| **Partner(s)** | **Responsibilities**  *What will each partner be responsible for?* | **Resources**  *Resources Needed (financial, human, political & other)* | **Potential Barriers**  *Are there any potential barriers from the  partners listed?* |
| --- | --- | --- | --- |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

## Funding Stability Worksheet

With your staff and stakeholders, look at each activity listed in your Program Assessment Worksheet and develop funding strategies for each activity to be sustained.

| **Promising Practice**  *(Activity from your Program Assessment)* | **Funding Strategy** | **Resources Needed**  *(financial, human, political & other)* | **Which Partner  can support?** |
| --- | --- | --- | --- |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |