Writing A Comprehensive Sustainability Plan

- If you left your position next week, would your work continue? (Why? Why not?)
- How can you use this planning process to make sure that it does?

| I. Organizational Capacity and Community Partners | • Leaders (names, organizations, roles, responsibilities, contributions, mentoring activities, succession planning)  
• Key Partners (roles, responsibilities, contributions)  
• Recruiting, engaging and maintaining members (who, what, when, where, how)  
• History, rationale for approach | Module IV: Building Organizational Capacity and Community Support |
| II. A Collective Vision | • Planning activities (partners, activities, tools used, documents produced)  
• Priorities, goals and objectives (written documents including logic model(s))  
• Messaging to share the vision | Module I: Building a Sustainable Initiative  
Module II: Developing a Vision And Results Orientation |
| III. The Plan(s) | • Short-term and long-term plans (that refer to priorities, goals and objectives, and that address long and short-term funding needs for infrastructure and for initiatives)  
• Inventory of resources and identification of needs (long term and initiative specific; human, space, time, material and financial resources)  
• Leveraging resources opportunities  
• Measurement plan to document process, products and outcomes (with reference to logic models) | Module III: Creating a Strategic Financing Plan  
Module V: Developing and Writing the Plan |

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<th>Key Questions to Address</th>
<th>Tools</th>
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| Module I: Building a Sustainable Initiative | What are the key elements of sustainability?  
What are your initiative’s strengths and weaknesses? | Sustainability self-assessment |
| Module II: | What do you want to sustain? | Logic Model |
| Module III: Creating a Strategic Financing Plan | How much will it cost to accomplish your sustainability goals?  
What resources do you currently have?  
What additional resources do you need?  
How do you access those funding sources? | Fiscal Worksheets |
| --- | --- | --- |
| Module IV: Building Organizational Capacity and Community Support | What resources related to community support, key champions, and organizational capacity do you need to accomplish your sustainability goals? | Environmental Scan  
Strategy design worksheets |
| Module V: Developing and Writing the Plan | Over what timeframe will you implement your plan?  
How can you best present all of your analysis in a Convincing written plan? | Sample formats  
Sample Plan |