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| XXXX |
| **Program Sustainability Plan**  *Template* |
| **2011** |



Prepared by the Center for Training and Research Translation

**Acknowledgements**

{Thank everyone involved in developing the plan.}

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V. Appendicies

Sustainability Framework (Appendix A)

Select Section Examples (Appendix B)

## 

## Program Summary

**INSTRUCTIONS:** Describe the program and the efforts you intend to sustain. ***Limit to three pages***. The Program Summary should include:

* A brief overview of your program
* Overall program goals
* Groups responsible for implementing program components
* Resources devoted to program implementation (e.g., partners, sources of funding)
* Efforts you plan to continue revise and continue or ask another organization to take on.

# Overview of the Sustainability Planning Process

**INSTRUCTIONS:** Include a brief description of the process you followed to create the program sustainability plan. Consider the results of your sustainability assessment profile. What actions did you take, who was involved in the process, what informed your decisions, etc…

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# Key Elements for Sustainability

**INSTRUCTIONS:** Describe the current status of each of the eight sustainability domains.

* Refer to the sustainability framework, your sustainability assessment results, and discussions with your planning group.
* Highlight areas of strength and areas in need of improvement.
* Text
* Text
* Text
* Text

**Political Support**

* Text
* Text
* Text
* Text

**Organizational Capacity**

* Text
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* Text
* Text

**Partnerships**

* Text
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* Text
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**Funding Stability**

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**Program Evaluation**

* Text
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**Program Adaptation**

* Text
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**Communications**

* Text
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* Text

**Strategic Planning**

# Acton Plans for Priority Domains

**INSTRUCTIONS:** Choose 2-3 priority domains to work on. Complete sections A-D for the priority domains you have decided to focus on.

## Priority Domain #1: [Insert domain name]

1. **Rationale**

**INSTRUCTIONS:** In a brief narrative, describe why this is a priority domain. List the areas you are focusing on for this domain, including the specific indicators from the framework and the major goal you want to achieve. (**Note:** *if your needs for this domain do not correspond to the indicators listed in the framework for this domain, that is ok.*)

|  |  |  |
| --- | --- | --- |
| 1. **Action Steps**     **INSTRUCTIONS:** Complete the chart below including action steps, the person/group responsible and the timeframe for completing the step. Be specific and realistic.  **SAMPLE: See Appendix B** | | |
| **Action Steps**  *(How will you get to where you want to be?)* | **Responsibility**  *(Who will make it happen?)* | **Timeframe**  *(When will it happen?)* |
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1. **Resources**

**INSTRUCTIONS:** Describe the resources needed to carry out the action steps described above.

* What information do you need to successfully execute the action steps?
* What, if any, costs will be involved?
* What resources or assistance do you need?

# Progress Monitoring

**INSTRUCTIONS:** Use the chart below to document your accomplishments and what helped you accomplish the action steps for Priority Domain 1.

| **Action Steps Accomplished** | **Date** | **What helped you**  **accomplish this action?** |
| --- | --- | --- |
| *{Specific action completed}* | *Month/Year* | *{List 2-4 contributors}* |
| *{Specific action completed}* | *Month/Year* | *{List 2-4 contributors}* |
| *{Specific action completed}* | *Month/Year* | *{List 2-4 contributors}* |
| *{Specific action completed}* | *Month/Year* | *{List 2-4 contributors}* |
| *{Specific action completed}* | *Month/Year* | *{List 2-4 contributors}* |

**INSTRUCTIONS:** Denote the challenges you faced working in Priority Domain 1 in the space below. Include the action steps you have yet to accomplish and what hindered your progress. Consider which actions steps you will revise or delete and indicate how you plan to move forward in this domain.

**SAMPLE: See Appendix B**

|  |
| --- |
| **Challenges:** |
| **Plans to move forward:** |

## Priority Domain #2: [Insert domain name]

1. **Rationale**

**INSTRUCTIONS:** In a brief narrative, describe why this is a priority domain. List the areas you are focusing on for this domain, including the specific indicators from the framework and the major goal you want to achieve. (**Note:** *if your needs for this domain do not correspond to the indicators listed in the framework for this domain, that is ok.*)

|  |  |  |
| --- | --- | --- |
| 1. **Action Steps**     **INSTRUCTIONS:** Complete the chart below including action steps, the person/group responsible and the timeframe for completing the step. Be specific and realistic. | | |
| **Action Steps**  *(How will you get to where you want to be?)* | **Responsibility**  *(Who will make it happen?)* | **Timeframe**  *(When will it happen?)* |
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1. **Resources**

**INSTRUCTIONS:** Describe the resources needed to carry out the action steps described above.

* What information do you need to successfully execute the action steps?
* What, if any, costs will be involved?
* What resources or assistance do you need?

# Progress Monitoring

**INSTRUCTIONS:** Use the chart below to document your accomplishments and what helped you accomplish the action steps for Priority Domain 2.

| **Action Steps Accomplished** | **Date** | **What helped you**  **accomplish this action?** |
| --- | --- | --- |
| *{Specific action completed}* | *Month/Year* | *{List 2-4 contributors}* |
| *{Specific action completed}* | *Month/Year* | *{List 2-4 contributors}* |
| *{Specific action completed}* | *Month/Year* | *{List 2-4 contributors}* |
| *{Specific action completed}* | *Month/Year* | *{List 2-4 contributors}* |
| *{Specific action completed}* | *Month/Year* | *{List 2-4 contributors}* |

**INSTRUCTIONS:** Denote the challenges you faced working in Priority Domain 2 in the space below. Include the action steps you have yet to accomplish and what hindered your progress. Consider which actions steps you will revise or delete and indicate how you plan to move forward in this domain.

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| **Challenges:** |
| **Plans to move forward:** |

## Priority Domain #3: [Insert domain name]

1. **Rationale**

**INSTRUCTIONS:** In a brief narrative, describe why this is a priority domain. List the areas you are focusing on for this domain, including the specific indicators from the framework and the major goal you want to achieve. (**Note:** *if your needs for this domain do not correspond to the indicators listed in the framework for this domain, that is ok.*)

|  |  |  |
| --- | --- | --- |
| 1. **Action Steps**     **INSTRUCTIONS:** Complete the chart below including action steps, the person/group responsible and the timeframe for completing the step. Be specific and realistic. | | |
| **Action Steps**  *(How will you get to where you want to be?)* | **Responsibility**  *(Who will make it happen?)* | **Timeframe**  *(When will it happen?)* |
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1. **Resources**

**INSTRUCTIONS:** Describe the resources needed to carry out the action steps described above.

* What information do you need to successfully execute the action steps?
* What, if any, costs will be involved?
* What resources or assistance do you need?

# Progress Monitoring

**INSTRUCTIONS:** Use the chart below to document your accomplishments and what helped you accomplish the action steps for Priority Domain 3.

| **Action Steps Accomplished** | **Date** | **What helped you**  **accomplish this action?** |
| --- | --- | --- |
| *{Specific action completed}* | *Month/Year* | *{List 2-4 contributors}* |
| *{Specific action completed}* | *Month/Year* | *{List 2-4 contributors}* |
| *{Specific action completed}* | *Month/Year* | *{List 2-4 contributors}* |
| *{Specific action completed}* | *Month/Year* | *{List 2-4 contributors}* |
| *{Specific action completed}* | *Month/Year* | *{List 2-4 contributors}* |

**INSTRUCTIONS:** Denote the challenges you faced working in Priority Domain 3 in the space below. Include the action steps you have yet to accomplish and what hindered your progress. Consider which actions steps you will revise or delete and indicate how you plan to move forward in this domain.

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| **Challenges:** |
| **Plans to move forward:** |

# IV. Sustainability Plan Follow-up

**INSTRUCTIONS:** In a brief narrative, describe the process you will use to review the action plans and make modifications.

* How do you plan to monitor your progress on sustainability moving forward?
* Who is responsible for evaluating and documenting progress?
* When will you assess your progress?
* When will you set new goals?