

## Worksheet 1: Workplan for Sustainability Planning

Module	Task(s)	Who's Responsible	Timeline
<b>Planning to Plan</b>	Create task force structure to guide the process		
<b>I: Building a Sustainability Initiative</b> <b>Where are we now? The Self-Assessment</b>	Complete Sustainability Self-Assessment		
<b>II: Developing a Vision and Results Orientation</b> <b>What do we want to sustain? What do we mean by sustainability?</b>	Develop Logic Model to: <ul style="list-style-type: none"> <li>Clarify sustainability goals</li> <li>Identify measures to track progress</li> </ul>		
<b>III: Creating a Strategic Financing Plan</b> <b>How much does it cost? How will we finance it?</b>	Clarify Financing for What? <ul style="list-style-type: none"> <li>What types of services?</li> <li>How many caregivers and/or care recipients to be served?</li> <li>What level of quality?</li> </ul>		
	Estimate Fiscal Needs: How much will it cost?		
	Map Current Spending: What resources do you currently have?		
	Analyze Gaps: What's the gap between how much you have and how much you need?		
	Develop Financing Strategies <ul style="list-style-type: none"> <li>Present financing options</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Evaluate options</li> <li>• Develop recommendations</li> </ul>		
<b>IV: Building Organizational Capacity and Community Support</b>	Identify Priorities such as: <ul style="list-style-type: none"> <li>• Community engagement</li> <li>• Strategic communications</li> <li>• Leadership development</li> <li>• Governance and management</li> </ul>		
	Design Strategies		
<b>V: Developing and Writing the Plan Putting It All Together</b>	Write the Plan		