

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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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

	Key Questions to Address	Tools
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

Developing a Vision And Results Orientation	What do you mean by sustainability? How will you measure progress toward those results?	
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

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