

TOOL 1: PROCESS REVIEW WORKSHEET

Use this chart to summarize your review of strategic planning processes. Key findings from this review, and from your review of prevention interventions (see *Tool 2*), will help you set sound sustainability goals for your community (see *Tool 3*).

Process Guidelines				
SPF Steps	What Worked*	What Did Not Work*	New Processes Needed*	Task Force Role*
<i>Assessment</i>				
<i>Capacity</i>				
<i>Planning</i>				
<i>Implementation</i>				
<i>Evaluation</i>				

* **What Worked:** Identify past processes that helped your community complete key SPF tasks; these processes should be continued.

* **What Did Not Work:** Identify past processes that did *not* help your community complete key SPF tasks; these processes should be improved or discarded.

* **New Processes Needed:** Identify new processes that will help your community respond to changes and complete key SPF tasks moving forward.

* **Task Force Role:** Describe your prevention task force's level of responsibility for sustaining successful processes over time.

From Prevention SustainAbilities: Planning for Success [online course]. Developed under the Substance Abuse and Mental Health Services Administration's Center for the Application of Prevention Technologies task order. Reference #HHSS283201200024/HHSS28342002T. For training and technical assistance purposes only.