Prevention Sustain*Abilities*:Planning for Success

Tool 11: Sustainability Planning Checklist

**Getting Started**

* + Develop a shared understanding of sustainability with your full prevention task force.
	+ Engage in a collaborative, culturally competent, and data-driven SPF process.
	+ Capture lessons learned about prevention practices throughout the SPF process.
	+ Form a small sustainability planning team.

**Setting Sustainability Goals**

* + Establish guidelines for examining prevention processes and interventions.
	+ Gather information and document lessons learned about *processes*.
	+ Gather information and document lessons learned about *interventions*.
	+ Apply lessons learned from this analysis to draft sustainability goals.
	+ Share and finalize sustainability goals with your full prevention task force.

**Selecting Fiscal Strategies**

* + Write concrete objectives for each sustainability goal.
	+ Identify personnel and non-personnel resources required for *each goal*.
	+ Identify overarching resources required *across goals*.
	+ Project costs for all required resources.
	+ Record projected costs in a sustainability budget.
	+ Select feasible *long-term strategies* to secure resources and cover costs.
	+ Select feasible *short-term strategies* to secure resources and cover costs.

**Developing a Communication Plan**

*Preparation*

* + Create a two-phased Communication Plan for moving fiscal strategies forward.
	+ Create a case statement to support all communication efforts.

*Phase 1: Exploration*

* Identify initial contacts for each potential source of support.
* Determine who will talk to each contact.
* Develop contact-specific talking points to guide and support each conversation.
* Hold exploratory conversations with each contact.
* Record key findings from each conversation.

*Phase 2: The “Ask”*

* + Determine how, and to whom, to make each “Ask.”
	+ Determine who will take the lead on moving each “Ask” forward.
	+ Prepare and make formal requests for support.
	+ Record results and next steps from each “Ask.”

**Working the Plan Over Time**

* Monitor the progress of ongoing sustainability efforts.
* Provide regular sustainability updates to your full prevention task force.
* Revise your plan, as needed, to reflect changing needs and opportunities.
* Acknowledge and celebrate sustainability successes, both large and small!