**Program Planning Check List**

|  |  |  |
| --- | --- | --- |
| **Resources Required** | **Do We Have?** | **How Do We Get It?** |
| Staff | Yes 🞏 No 🞏 |  |
| Space | Yes 🞏 No 🞏 |  |
| Materials | Yes 🞏 No 🞏 |  |
| Expertise | Yes 🞏 No 🞏 |  |
| Funds | Yes 🞏 No 🞏 |  |
|  |  |  |
|  |  |  |
| **Necessary Structures** | **Do We Have Them?** | **Is There An Alternative?** |
| Governance | Yes 🞏 No 🞏 |  |
| Human Resources | Yes 🞏 No 🞏 |  |
| Finance | Yes 🞏 No 🞏 |  |
| Reporting | Yes 🞏 No 🞏 |  |
| Information Management | Yes 🞏 No 🞏 |  |
| Partnerships | Yes 🞏 No 🞏 |  |
|  |  |  |

* **Should We Do It?**

|  |  |
| --- | --- |
| **Our Fundamentals** | **Program In Line?** |
| Mission | Yes 🞏 No 🞏 |
| Vision | Yes 🞏 No 🞏 |
| Target Population | Yes 🞏 No 🞏 |
|  |  |
|  |  |
| **Funder/Grant Fundamentals** | **Program In Line?** |
| Mission of Funder | Yes 🞏 No 🞏 |
| Vision of Funder | Yes 🞏 No 🞏 |
| Target Population | Yes 🞏 No 🞏 |
| Past Funded Activities | Yes 🞏 No 🞏 |
| Political Slant | Yes 🞏 No 🞏 |
|  |  |
|  |  |