Program Sustainability Action Planning Template

This planning guide template was prepared by the Center for Training and Research Translation (Center TRT) and is based upon the article Using the Program Sustainability Assessment Tool to Assess and Plan for Sustainability*. Both this template and the article draw upon Center TRT's work providing training and technical assistance for state-level Nutrition, Physical Activity, and Obesity Prevention program staff funded by the CDC's Division of Nutrition, Physical Activity, and Obesity.

[Click Here](#) to learn more about the Program Sustainability Assessment Tool.

*The Program Sustainability Planning Process**

A. PREPARE AND ASSESS YOUR PROGRAM
    1. Program Summary (define the program, initiative, or policy to be sustained)
    2. Complete the Program Sustainability Assessment Tool

B. DEVELOP A SUSTAINABILITY ACTION PLAN
    1. Assemble a planning team
    2. Review the program's mission and purpose
    3. Review the Program Sustainability Assessment Tool results
    4. Determine which program elements/activities should be maintained, eliminated, or adapted
    5. Prioritize the key areas of sustainability capacity to address first
    6. Write specific actions to strengthen and build your program's sustainability capacity

C. TAKE ACTION
    1. Implement the action plan
    2. Reassess sustainability capacity annually

Name of the Program or Initiative

A. PREPARE AND ASSESS YOUR PROGRAM
Program Summary (Define the program and efforts you intent to sustain. Provide an overview of the initiative, policy, program activities, etc.)

Complete the Program Sustainability Assessment Tool (https://sustaintool.org)

Domain Name	Definition
Environmental Support	Having a supportive internal and external climate for your program
Funding Stability	Establishing a consistent financial base for your program
Partnerships	Cultivating connections between your program and its stakeholders
Organizational Capacity	Having the internal support and resources needed to effectively manage your program
Program Evaluation	Assessing your program to inform planning and document results
Program Adaptation	Taking actions that adapt your program to ensure its ongoing effectiveness
Communications	Strategic communications with stakeholders and the public about your program
Strategic Planning	Using processes that guide your program's directions, goals, and strategies

Select the number of staff, partners, and stakeholders who completed the assessment tool.

Date of completion

2-4 persons

4-6 persons

6-8 persons

8-10 persons

Other

B. DEVELOP A SUSTAINABILITY ACTION PLAN
List the people (including partners) involved in the sustainability planning process

Review the Program's Mission and Purpose

Review the results of the Program Sustainability Assessment
*(*Document any surprises in the assessment results and any differences of opinion that arise. Remember, the domain scores are intended to serve as a starting point for discussion rather than an endpoint.)

Determine which program elements need to be maintained, eliminated or adapted.
(Take time to compare your program's ideal future with the reality of its current level of sustainability. Do not assume that all program components should be continued indefinitely.)

Consider how these changes (eliminations or adaptations)may improve the program's sustainability capacity?

By now there should be a better understanding of the future direction and scope of the program, so it is time to prioritize the areas of sustainability capacity your program will address first. Review the the areas of weakness within your PSAT results and discuss these with the planning team.

Consider which areas are most urgent for the program. Think about where you might achieve the biggest payoff with the least amount of resources and identify which sustainability indicators are most modifiable for your program.

Prioritize the areas of sustainability capacity to address first. (We recommend that you start by working in three domains or less.)

Partnerships	Organizational Capacity	Environmental Support
Funding Stability	Program Adaptation	Program Evaluation
Communications	Strategic Planning	

Write specific action steps to strengthen and build sustainability capacity.
(For each of the priority domains your team selects, consider the things that most need improvement and identify actionable steps that are reasonable. Keep in mind the available resources and timeline.)

Priority Domain 1:

List the 3-5 Action Steps the program will take to make progress in **Priority Domain 1**. Include who will be responsible for overseeing each step and a timeframe for completion.

List the resources and stakeholders necessary to carry out the **Priority Domain 1** action steps described above. Consider what information you need to successfully execute the steps and what, if any costs will be involved.

What methods are in place to track progress toward the completion of the **Priority Domain 1** action steps?

Priority Domain 2:

List the 3-5 Action Steps the program will take to make progress in **Priority Domain 2**. Include who will be responsible for overseeing each step and a timeframe for completion.

List the resources and stakeholders necessary to carry out the **Priority Domain 2** action steps described above. Consider what information you need to successfully execute the steps and what, if any costs will be involved.

What methods are in place to track progress toward the completion of the **Priority Domain 2** action steps?

Priority Domain 3:

List the 3-5 Action Steps the program will take to make progress in **Priority Domain 3**. Include who will be responsible for overseeing each step and a timeframe for completion.

List the resources and stakeholders necessary to carry out the **Priority Domain 3**action steps described above. Consider what information you need to successfully execute the steps and what, if any costs will be involved.

What methods are in place to track progress toward the completion of the **Priority Domain 3** action steps?

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Briefly describe the process you will use to review the sustainability action plan and make modifications.

Date completed