

Sustainability Plan Answer the following yes/no questions in each section.
If the answer is no to any of the questions, reflect on your project in this area.
Create a list of next steps to help your project become more sustainable.

Systems & Processes

1. Do I have routines or systems in place to keep my project running?
Yes / No
2. Is there a guide, checklist, or written instructions someone else could follow?
Yes / No
3. Can at least one other person do the key tasks I do to move my project forward?
Yes / No

What needs to be done to our systems and processes to create project sustainability?

Team & Leadership

1. Have I trained someone else to take over important responsibilities?
Yes / No
2. Could the project continue tomorrow without me?
Yes / No
3. Are decisions made by more than just me?
Yes / No

What needs to be changed within our leadership team to create sustainability?

Money & Finances

1. Does my project have steady or repeating funding?
Yes / No
2. Do I have a written budget or financial plan?
Yes / No
3. Could someone else understand and manage the money if needed?
Yes / No

What needs to be changed in our funding to make sure that the project is sustainable?

Community Support

1. Are people outside my team excited and invested in the project?
Yes / No
2. Do I have a way to keep them engaged long-term?
Yes / No

3. Would they want to keep the project going even if I'm not there?
Yes / No

What needs do we have in our community to gain more ongoing support for our project?

Mission & Vision

1. Is the mission of my project written down and easy to explain?
Yes / No
2. Do other people believe in and support the mission?
Yes / No
3. Are our actions clearly helping us reach that mission?
Yes / No

Does our mission or values need to be solidified to create more sustainability for the next group of leaders?

Learning & Growth

1. Do I have a clear way to measure if the project is working?
Yes / No
2. Could someone else continue that tracking process if I left?
Yes / No
3. Do I regularly make changes based on results or feedback?
Yes / No

How do we reflect on our work in the community and react to the data that is gathered?

Create a list of your next steps below based on the above reflection of your project's sustainability.