

# Prevention Technology Platform Assess and Develop Capacity Tool

*The purpose of this guide is to help you identify and organize the information needed by the Assess and Develop Capacity Tool.*

## Overview [5 - 10 minutes / 1 screen]

Assessing and developing capacity will help you to plan a project in line with your circumstances and develop a strategic plan.

Your plans to help your project succeed will include:

- People who are willing to be involved
- Skill, knowledge and ability
- Wellness and community health
- Ability to identify an access opportunities
- Motivation and the means to carry out initiatives
- Infrastructure
- Leadership
- Financial resources
- Enabling policies and systems

## Assess Internal Capacity [3 - 4 hours / 5 screens]

### Human [screen 1]

You will need the names of key people, staff members and volunteers that will fill the following roles:

- Management
- Planning
- Fund-raising
- Implementation
- Evaluation

### Technical [screen 2]

Determine before hand whether your organization has the capacity to fulfill general technical needs for management functions.

1. Do you have a management information system (MIS) able to maintain information on all activities and their outcomes?
2. Is your system able to establish protocols for allocating resources?
3. Is it capable of instituting strategies for working with staff and volunteers?
4. Can your organization devise strategies for reorganizing a program to match available funding resources?
5. Are you able to put resources into the development of a long-term funding strategy to sustain development of the programs and the organization?

### Administrative [screen 3]

Ascertain whether your organization has the capacity to fulfill its needs for administrative functions including:

- Communication
- Operation and logistics
- Phones
- Fax
- Databases
- Access to the Internet
- Training and Human Development

- Office support activities
- Bookkeeping
- Payroll
- Purchasing
- Accounting

#### **Special Needs [screen 4]**

Assess the extent to which you have the technical capacity to carry out specialized support of your programs and activities.

- Special content expertise
- Materials development expertise
- Research/evaluation expertise

#### **Funding [screen 5]**

Assess your funding capacity. Determine which funding sources are available to you and whether you have sustainability of your program.

- Existing programmatic finds
- Grant support
- Matching funds
- In-kind contributions
- Able to sustain this program
- Funds adequate for this effort

Identify your long term funding strategy situation

- Funding is set aside and available
- Additional funding must be found
- Depending on additional funds from partners

### **Assess External Resources [1 – 4 hours / 4 screens]**

#### **Stakeholders [screen 1]**

Assess your current support and support needs from different groups of stakeholders in order to determine the external commitment for your project. You will need to know the names of principal stakeholders and how much support you will need from each.

- Government leaders
- Law Enforcement
- School leaders
- Community leaders

#### **Volunteers [screen 2]**

Assess the qualities of your existing volunteer base. You will need to know the names of those volunteers you anticipate you will need.

#### **Technical [screen 3]**

Determine what community groups are willing to donate time and/or talent for the technical resources you need for your project.

- Media and/or marketing firms
- Printing
- Meeting Space
- Equipment

- Expertise

### **Funding [screen 4]**

Determine the level of financial support you have. Funds may be available from local initiatives in the forms of private donations and funding you receive from your partners. You should also consider funding from regional and national initiatives, such as State, Federal, and foundation grant programs.

### **Develop Vision and Mission [15 minutes / 2 screens]**

#### **Revisit Vision [screen 1]**

A good vision statement is positive, personal, and inspirational. It also lets others know what the group stands for and what it wants to do.

#### **Mission Statement Writing Tool [screen 2]**

A mission statement describes the organization's statement of purpose.

1. What does the organization or coalition do?
2. Who is the target audience(s)?
3. How does the organization/coalition do its work?

### **Set Goals and Objectives [15 minutes - 2 hours / 3 screens]**

#### **Overview [screen1]**

Goals and objectives serve as a useful guide for operational planning and a reference for evaluation. You begin to map the direction you will take to realize your vision and mission.

#### **Add or Edit A Goal [screen 2]**

Goals clarify what needs to be accomplished. They are broad, measurable statements that describe the long-term impacts of what you hope to achieve. When determining your organization's goals, consider the present situation, the ideal situation, and the difference between the two.

1. Define your goal, give it a name and a defining statement.
2. Select Goal Evaluation Criteria
  - a. Does it support your vision and mission?
  - b. Is it focused?
  - c. Is it easy for others to comprehend?
  - d. Is it realistically achievable?
  - e. Is it reflective of the future we want
  - f. Do you have evidence that it reflects the current situation?

#### **Add Objective [screen 3]**

Objectives clearly state who or what will change, the magnitude of the change, and the time frame allotted for the change to occur.

1. You can write your own objective.
  - a. What are you going to name your objective?
  - b. What do you want to change?
  - c. How will change be indicated?
  - d. What is your baseline data value?
  - e. What is your target data value?
  - f. By when do you expect to be finished?
2. Or you can choose a Healthy People 2010 Objective
  - a. Choose a category?

- b. What is your baseline data value?
  - c. What is your target data value?
3. Evaluate the objective
- a. Is it related to your goals?
  - b. Is it measurable?
  - c. Is it consistent with local data?
  - d. Is it consistent with local indicators
  - e. Is it achievable?
  - f. Is it stated with a time component?
  - g. Does it describe the population?
  - h. Does it describe what will change?
  - i. Does it describe the amount of change to occur?
  - j. Does it describe the timeframe for the change?

### **View Your Work**

View your report and make edits or delete a report.