Organizational Assessment

Goal: *To understand your current strengths and challenges, areas of opportunities, organization/program readiness.*

Tool: *Use as a compass to guide your starting point and provide direction to sustainability.*

1. What is your agency's mission and vision, does this need to be revised or altered?

2. What are the primary goals and objectives of your program?

3. Who is your target population and/or clients and why?

4. What are your outcomes to date? Use your most recent evaluation or program data, as well as anecdotal success stories.

5. What do you do best?

   - What are your organizational strengths?

   - What are your organizational weaknesses?

   - What is your organizations reputation in the community?

6. What is your total budget?

   - What resources do you have, including both financial and in-kind?

   - What are other organizational assets?

7. When will your primary funding sources end?

8. Who is on your sustainability planning group (Skills, hidden talents, job responsibilities, and availability)?

9. What are the strengths and limitations of your board of directors and/or advisory committee?

10. Who are your current/past partners?

Adapted from the Sustainability Planning and Resource Development for Youth Mentoring Programs, Revised September 2007.

Helpful Supporting Documents

- The original grant applications for current funds

- budgets detailing all sources of funding

- Your most recent annual report

- Board of directors roster, their skills and connections in the community

- Policy and procedure manuals

- Data on program outcomes

- Strategic Plan

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