**Sustainability Action Plan**

*“H-1B RTW Sustaining Your Promising Practices” webinar December 19, 2017*

This action plan will help guide the sustainability of your program model and promising practices developed through the Ready to Work Grant. The action plan focus on four sustainable strategies: program evaluation; developing a succession plan; partnerships; and funding stability that will allow your team members and stakeholders to develop or refine your sustainability planning.

**Sustainability Strategy #1**

*Program Evaluation*

**Describe your promising practice(s), share evidence that demonstrates success, and provide a vision to move each promising practice forward.**

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| **Promising Practice** | **Provide Evidence that Demonstrates Success** | **Vision**  (After the grant ends) |
| #1 |  | * Modifications (if any) to the promising practice once the grant ends: * Resources needed: * # of Staff and their role |
| #2 |  | * Modifications (if any) to the promising practice once the grant ends: * Resources needed: * # of Staff and their role |
| #3 |  | * Modifications (if any) to the promising practice once the grant ends: * Resources needed: * # of Staff and their role |

**Sustainability Strategy #2**

*Developing a Succession Plan*

**As workforce development professionals, we know that staff and leadership changes will inevitably take place.**

Checklist (Please check the ones that you have completed. If the team has not completed please move to the action plan.)

* Identify strengths and weaknesses in your current team
* Identify potential staff successors and assess individual and organizational gaps to determine developmental needs.
* Name and train a backup person for each function
* Create and update a binder or digital file that includes key documents such as strategic /operational plans, annual and monthly calendars of your organizational activities

**Action Plan**

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| **Action Steps**  *What Will Be Done?* | **Responsibilities**  *Who Will Do It?* | **Timeline**  *By When? (Day/Month)* | **Resources**   1. *Resources Available* 2. *Resources Needed (financial, human, political & other)* | **Potential Barriers**   1. *What individuals or organizations might resist?* 2. *How?* | **Date & Status or Date Completed** |
|  |  |  |  |  |  |
| **Step 1:** |  |  | **A.**  **B.** | **A.**  **B.** |  |
| **Step 2:** |  |  | **A.**  **B.** | **A.**  **B.** |  |
| **Step 3:** |  |  | **A.**  **B.** | **A.**  **B.** |  |
| **Step 4:** |  |  | **A.**  **B.** | **A.**  **B.** |  |

**Sustainability Strategy #3**

*Maintaining and Building Partnerships*

**Partners play an important role in sustainability in several ways: connecting you to greater resources or expertise, providing services if your program has to cut back, and advocating on behalf of your cause.**

**Checklist** (please check the ones that you have completed. If the team has not completed please move to the action plan.)

* Conduct a current partner or stakeholder analysis:
  + Which organizations or individuals will require a lot of time and energy to keep involved?
  + Determine if your project’s partners have an interest in sustaining the benefits of the project and are willing to be part of the planning process
  + Who has a lot of influence?
  + Create a stakeholder management plan based on this analysis.
* Meet with employer partners to determine if the training provided by the project is still relevant to their needs.
* Identify organizations and individuals that are not currently involved in program efforts, but are impacted by the issues your program addresses. Determine how they could contribute to or benefit from your work, and engage them in your program.

**Action Plan**

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|  |  |  |  |  |  |
| **Step 1:** |  |  | **A.**  **B.** | **A.**  **B.** |  |
| **Step 2:** |  |  | **A.**  **B.** | **A.**  **B.** |  |
| **Step 3:** |  |  | **A.**  **B.** | **A.**  **B.** |  |
| **Step 4:** |  |  | **A.**  **B.** | **A.**  **B.** |  |

**Sustainability Strategy #4**

*Funding Stability*

**Planning for stable funding should be a strategic process that addresses the long-term needs of your program and adjusts to changing trends in economic cycles.**

**Checklist** (please check the ones that you have completed. If the team has not completed please move to the action plan.)

* Develop a funding plan to provide safeguards and ensure that key infrastructures are maintained (including an adequate number of qualified staff).
* Determine the availability of other sources of financial support including local and state government funding, industry funding, and foundation support.

**Action Plan**

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| **Action Steps**  *What Will Be Done?* | **Responsibilities**  *Who Will Do It?* | **Timeline**  *By When? (Day/Month)* | **Resources**  *A. Resources Available*  *B. Resources Needed (financial, human, political & other)* | **Potential Barriers**  *A. What individuals or organizations might resist?*  *B. How?* | **Date & Status or Date Completed** |
|  |  |  |  |  |  |
| **Step 1:** |  |  | **A.**  **B.** | **A.**  **B.** |  |
| **Step 2:** |  |  | **A.**  **B.** | **A.**  **B.** |  |
| **Step 3:** |  |  | **A.**  **B.** | **A.**  **B.** |  |