

Program Sustainability Assessment Tool

This tool is to be used to assess current and ongoing program capacity and sustainability. It is to be administered at the planning, development, and implementation phases. The responses collected will identify strengths and challenges. Responses will differ at different phases of program development. In the initial phases you may not have responses to some of the questions. That is to be expected. Results can be used for decision-making and planning with respect to assessment and sustainability.

In the following questions, you will rate your program across a range of specific factors that affect sustainability. Please respond to as many items as possible. If you truly feel you are not able to answer an item, you may select “NA.” For each statement, circle the number that best indicates the extent to which your program has or does the following things.

When completed, review your program's summary Sustainability Report from the Program Sustainability Assessment Tool. The report results will provide a snapshot of your program's current sustainability capacity. Discuss any surprises in the results and differences in opinion about scores. Note that there is no score that can guarantee a program's sustainability. Low scores in a domain are deserving of attention and opportunities to review and make planning decisions. Domain scores serve as guideposts and are a starting point for discussion rather than an end point.

Support: Internal and external agents in support of the program

	To little or no extent				To a very great extent			Not able to answer
1. Champions – internal and/or external – actively advocate for the program.	1	2	3	4	5	6	7	NA
2. The program demonstrates the availability of champions with the ability to garner additional support and attract new resources.	1	2	3	4	5	6	7	NA
3. The program has support within the larger institution or consortium.	1	2	3	4	5	6	7	NA
4. The program has clear and public support from outside of the institution or consortium.	1	2	3	4	5	6	7	NA
5. The program has strong advocacy support at other institutions, consortia, or funding agencies.	1	2	3	4	5	6	7	NA

Notes:

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Funding: Evaluating the financial base of your program

	To little or no extent				To a very great extent			Not able to answer
	1	2	3	4	5	6	7	
1. The program is developed and will be sustained in a supportive financial climate.	1	2	3	4	5	6	7	NA
2. The program is supported by policies designed to help ensure sustained funding.	1	2	3	4	5	6	7	NA
3. The program does not rely on a single funding source.	1	2	3	4	5	6	7	NA
4. The program is funded or will be funded through a variety of sources – it has a combination of stable and flexible funding.	1	2	3	4	5	6	7	NA
5. The program has sustained funding now.	1	2	3	4	5	6	7	NA

Notes:

Partnerships: Creating and cultivating connections between program and stakeholders

	To little or no extent				To a very great extent			Not able to answer
1. Diverse individuals, departments, and institutions are invested in the development and sustainability of the program.	1	2	3	4	5	6	7	NA
2. The program has established communication pathways with community participants.	1	2	3	4	5	6	7	NA
3. Community participants – faculty and staff – are involved with the program.	1	2	3	4	5	6	7	NA
4. Community participants – faculty and staff – are passionately committed to the program.	1	2	3	4	5	6	7	NA
5. The community is engaged in the development and implementation of program goals.	1	2	3	4	5	6	7	NA

Notes:

Organizational Capacity: The support and resources required to effectively manage and sustain the program and its activities are available

	To little or no extent				To a very great extent			Not able to answer
1. The program is well integrated into the operations of the institution or consortium.	1	2	3	4	5	6	7	NA
2. Organizational systems are in place to support program requirements.	1	2	3	4	5	6	7	NA
3. Leadership effectively articulates the vision of the program to constituents and partners.	1	2	3	4	5	6	7	NA
4. Leadership has established effective organizational designs to efficiently manage program staff and resources.	1	2	3	4	5	6	7	NA
5. The program has adequate staff to complete and sustain the program's goals.	1	2	3	4	5	6	7	NA

Notes:

Program Evaluation: Program assessment to inform planning and document results

	To little or no extent				To a very great extent			Not able to answer
1. The program has a plan for program evaluation in place.	1	2	3	4	5	6	7	NA
2. The program has a plan to report short term and intermediate outcomes.	1	2	3	4	5	6	7	NA
3. There is a plan to integrate evaluation results into ongoing program planning and implementation.	1	2	3	4	5	6	7	NA
4. There is a plan and a schedule to document and share program evaluation results to funders and key stakeholders to demonstrate successes.	1	2	3	4	5	6	7	NA
5. The program provides strong evidence to the larger academic community that the program is successful.	1	2	3	4	5	6	7	NA

Notes:

Adaptation: Plans and actions to adapt the program to ensure ongoing effectiveness

	To little or no extent				To a very great extent			Not able to answer
1. A plan to periodically review program results is in place.	1	2	3	4	5	6	7	NA
2. The program review helps to adapt and adopt new strategies as appropriate.	1	2	3	4	5	6	7	NA
3. The program review enables adaptation to new and emerging technologies, pedagogical methods and practices.	1	2	3	4	5	6	7	NA
4. The program enables faculty, staff, and administration to proactively adapt to changes and opportunities in education.	1	2	3	4	5	6	7	NA
5. The program provides for decision-making about which components are ineffective and how to discontinue.	1	2	3	4	5	6	7	NA

Notes:

Communications: Strategic communication with stakeholders about your program

	To little or no extent				To a very great extent			Not able to answer
1. The program has integrated communication strategies to secure and maintain external awareness and support.	1	2	3	4	5	6	7	NA
2. Program staff communicates the rationale for the program to the other institutions, consortia, and funding agencies.	1	2	3	4	5	6	7	NA
3. The program communication plan is marketed and distributed in a way that generates broad interest.	1	2	3	4	5	6	7	NA
4. The program results in increased community awareness of the issue, opportunity, and challenges.	1	2	3	4	5	6	7	NA
5. The communication plan clearly demonstrates program value to the larger academic community.	1	2	3	4	5	6	7	NA

Notes:

Strategic Planning: Processes that guide your program’s direction, goals, and strategies

	To little or no extent				To a very great extent			Not able to answer
1. The program includes plans for future resource needs.	1	2	3	4	5	6	7	NA
2. The program includes a long-term financial plan.	1	2	3	4	5	6	7	NA
3. The program has a sustainability plan in place.	1	2	3	4	5	6	7	NA
4. The program goals and objectives are clearly understood by all stakeholders.	1	2	3	4	5	6	7	NA
5. The program clearly outlines roles and responsibilities for all stakeholders.	1	2	3	4	5	6	7	NA

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