

Summary of Needs Assessment | Worksheet #28

Instructions: Outline the data you collected in the table.

Target Population	Assessment Type (indicate Quantitative or Qualitative)	Content/Focus	Who Conducted the Needs Assessment

Analysis of Data | Worksheet #29

Instructions: Answer the questions in the table for each of the main issues identified.

Common Themes	A	B	C	D
Main Issues → → →				
Are these related to the justice system challenges identified?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are these problems or symptoms?	<input type="checkbox"/> Problem <input type="checkbox"/> Symptom	<input type="checkbox"/> Problem <input type="checkbox"/> Symptom	<input type="checkbox"/> Problem <input type="checkbox"/> Symptom	<input type="checkbox"/> Problem <input type="checkbox"/> Symptom
Do services currently exist to address the problem?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, identify program or agency.				
Are people able to access these services?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Prioritize Issues | Worksheet #30

Instructions: After a review of the main issues and common themes, prioritize the items (with #1 being the highest priority) outlined in worksheet #29 using the 10-4 voting method.

1	
2	
3	
4	
5	

Problem Statement/Desired Outcome | Worksheet #31

Instructions: Based on the needs assessment, write a statement describing the problem.

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Identify Goals | Worksheet #32

Instructions: List the goals that will lead to your desired outcome(s). Consider whether these goals support the original mission and vision from Phase 1 (page 18).

1	
2	
3	
4	
5	
6	

Objectives, Activities, Tasks, Performance Measures | Worksheet #33

Instructions: Identify specific steps needed to achieve your goal(s).

Goal 1:		
Objective	Activity	Task – Performance Measures

Goal 2:		
Objective	Activity	Task – Performance Measures

Goal 3:		
Objective	Activity	Task – Performance Measures

Goal 4:		
Objective	Activity	Task – Performance Measures
Goal 5:		
Objective	Activity	Task – Performance Measures
Goal 6:		
Objective	Activity	Task – Performance Measures

Goal 7:		
Objective	Activity	Task – Performance Measures

Timelines | Worksheet #34

Instructions: Develop a timeline that outlines specific objectives/activities your team will perform to meet the goals you identified on worksheet #6. Next to each Objective, identify the person(s) assigned and timeline.

Objective or Activity	Assigned Person(s)	Evaluation	Timeline

Objective or Activity	Assigned Person(s)	Evaluation	Timeline

Evaluation | Worksheet #35

Instructions: Identify performance measures, define success, and establish benchmarks.

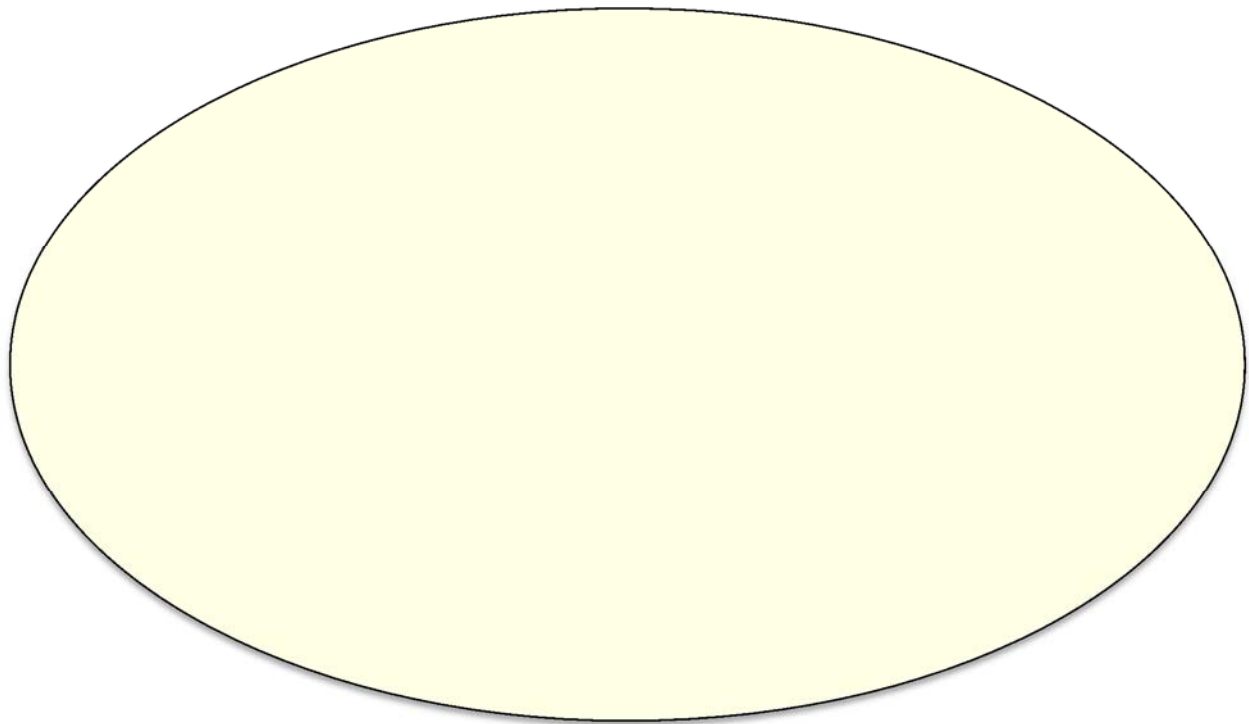
1	
2	
3	
4	
5	
6	

Steps to Sustainability | Worksheet #36

Instructions: Write the advisory board's vision and goals in the oblong center of the worksheet. Then identify action steps the advisory group will need to do in order to complete each step.

Step 1:

Step 2:



Step 3:

Step 4:

Planning to Sustain | Worksheet #37

Instructions: Identify the parts of the project functions and staff needed to sustain the program, including the costs of each. Then, answer the following questions:

- Can you create a reasonable sustainability plan for this project?
- What are some sustainable activities you have in place?
- What are some tasks that the advisory board must do to sustain this project?

Project Functions

Staff

Cost:

Can we do it?