Continuity Planning – Self-Assessment

Tool created by AmeriCorps State and National Program Officers

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1. **Timeline/Calendar** - Manage a calendar that incorporates CNCS, organizational, program, and subgrantee level timelines.

   Current practices assessment:

   Improvements:

2. **$/Funding** - Keep records of types, amounts, and sources of program funding, as well as grant end dates, spending status and how the budgets are managed at your organization.

   Current practices assessment:

   Improvements:

3. **“Playbooks”** - Maintain written policies and procedures on all program management aspects and AmeriCorps requirements. Develop transition materials for potential new staff.

   Current practices assessment:

   Improvements:

4. **Staff Engagement** - Develop program management in which operational knowledge is shared by multiple staff, leadership is engaged at multiple levels, and financial and program staff cooperate.

   Current practices assessment:

   Improvements:

5. **Technology** - Prepare information on technology used in program management – how to access and use it and where to go for help.

   Current practices assessment:

   Improvements:
6. **Recordkeeping** - Maintain complete and compliant records. Provide new staff with access to program files and educate them about recordkeeping procedures and requirements.

   Current practices assessment:

   Improvements:

7. **Performance Measurement and Reporting** - Prepare clear guidance on your performance measurement and data collection processes and instruments and how they are used for reporting.

   Current practices assessment:

   Improvements:

8. **Member Management and Support** - Outline member management processes – recruitment, enrollment/exit deadlines, service sites, training, timekeeping and payroll, supervision, pending grievances, alumni engagement, etc.

   Current practices assessment:

   Improvements:

9. **Contacts/Relationships** - List and describe contacts and functions of key stakeholders, such as board members, partners, funders, subgrantees, site directors/ member supervisors, media, etc.

   Current practices assessment:

   Improvements:

10. **Resources** - Outline external support available to your program(s) during transition, such as: AmeriCorps regulations and guidance; CNCS staff; peers; grantee groups; etc.

    Current practices assessment:

    Improvements: