

Appendix D: Example Sustainability Plan

[NAME OF PROJECT] Sustainability Plan

Project Vision: Describe what success looks like in the long term for your project

Project Background: Briefly summarize the history of the project and its current state

Current Funding Sources: List any and all financial resources available to your project and their expiration

Partners: List any people or groups that have provided resources – financial, in kind, organizational, etc. – to your project

Project Elements to be Sustained: Describe the elements of your project to be sustained. This can include physical resources or facilities, partnerships, processes, etc.

Project Time Frame: Briefly discuss the timeframe of your project

Sustainability Time Frame: Briefly discuss the timeframe for implementation of your sustainability plan

Sustainability Objective: Identify the type of sustainability you are trying to achieve with this objective. Is it environmental, organizational, resource, etc.? Then, write a SMART objective for attaining sustainability in that domain.				
Objective Goals: Enumerate the sub-steps needed to achieve this objective	Who's responsible? Assign a specific person to this step and identify how they will be kept accountable	What does success look like? What metrics will you use to track the completion of each step and how will you know when the step is completed?	What resources are needed and where will they come from? What resources—financial and non-financial—are needed, and identify specific people or places from which they can be obtained.	When? What's the due date for this step?
1.				
2.				