CSSR
The Center for Secondary School Redesign

Building Bright Futures Through High School Redesign.

Initiative Viability & Substainability

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Initiative Viability & Sustainability

Use the following inventory to assess how well you are managing a specific initiative re: building, maintaining and enhancing its value and sustainability.

A. Design

Key Elements	no 1 2 3 4 5 yes	Comments/Action Items
Program goals are clear and still relevant - purpose is well-defined		
The benefits of the program for underserved students are well defined.		
Program goals are aligned with district goals and other mandated initiatives		
The content, structure, and processes employed are well-defined.		
Appropriate measures of program success have been established - particularly for under-served students.		
An assessment system and tools are in place and working.		
A process for implementing program improvements is in place.		
The program is designed for replicability re: documentation and training processes.		

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B. Personal Capacity

Key Elements	no 1 2 3 4 5 yes	Comments/Action Items
Program roles are well-defined.		
Personnel are adequately trained.		
Training is in place to manage personnel changes and facilitate program enhancements.		
The program is designed to survive key personnel/leadership changes.		

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C. Implementation

Key Elements	no 1 2 3 4 5 yes	Comments/Action Items
Standard operating procedures are in place.		
Monitoring to insure fidelity of implementation is in place.		
A program owner is in place with a well-defined role that insures program viability and continual renewal (see page 5 for responsibilities)		
The program is adequately resourced for now and the future.		
Policies and practices are in place that support effective implementation and compliance.		
Policy conflicts have been eliminated.		
Competing initiatives have been de-emphasized or eliminated		
A sustainability plan is in place.		

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D. Communication

Key Elements	no 1 2 3 4 5 yes	Comments/Action Items
All key stakeholders have been identified along with their communication needs.		
Program status and accomplishments are publicized on a regular basis.		
An education process is in place to promulgate the value of the program.		
Communication is employed to insure program buy-in: the message is clear.		
The program has one or more clear champions with the clout to get things done to insure its success.		

E. Outcome/Results

Key Elements	no 1 2 3 4 5 yes	Comments/Action Items
Students have successfully met program requirements and demonstrated knowledge and skills with sufficient proficiency to meet standards.		
Participating students are acting as effective ambassadors for the program.		

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Initiative Or Process Owner Responsibilities*

1. Establishes parameters/scope of initiative/process.
2. Establishes performance metrics - goals and measures.
3. Evaluates performance against standards - is responsible for quality assurance.
4. Does research/benchmarking to continually improve practices that support initiative/ process
5. execution.
6. Keeps organization/stakeholders aware of initiative/process performance status.
7. Ensures the initiative/process is adequately resourced - and manages the budget.
8. Ensures that those responsible for implementation have adequate training.
9. Creates policies and procedures to ensure uniform implementation - fidelity.
10. Orients and trains others on how the process/initiative works.
11. Ensures that the initiative/process is appropriately integrated/interfaced with other initiatives/processes.
12. Creates and maintains appropriate records and reports.
13. Insures that all key stakeholders have whatever information they need to insure the initiative/process is working well - communicates as required.

* It is essential that one person be assigned the ultimate ownership/accountability role for the successful design, development, and implementation of a strategy/initiative - in other words, success or failure must reside in one person - "The buck stops here!" It has been shown that it is impossible to become a great organization if critical initiatives and processes of an organization don't have a specific owner. You cannot make the leap from good to great without this being in place. This does not mean that many of the items listed above cannot be done by a team. However, it is the responsibility of the owner to make sure the items above happen when and where they should.

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