Sustainability and Next Steps Planning Tool

Who Uses This:

State, regional, or local leadership teams including representatives from:

- Employers / Industry Partners
- Education & Training Providers
- Workforce System (including VR)
- Apprenticeship / Intermediary Partners
- Community and Youth Stakeholders (as relevant)

When to Use It:

- At the end of pilot implementation cycles
- Before transitioning from project funding to long-term support
- During annual planning or strategic refresh meetings

How to Use It:

1. Discuss each section as a group — do not complete individually.
2. Identify current status, long-term goals, and realistic next steps.
3. Capture decisions and assign responsibility before ending the meeting.
4. Revisit this guide every 6–9 months to assess progress and recalibrate.

[NAME] Leadership Team
[DATE] – Status Overview, Sustainability and Next Steps

Attendance:

Agenda:

1. Was Plan Activity a success?
2. What are the key lessons learned?
3. What changes were made from the original plan during the course of implementation?
4. Opportunities for the future?
5. Challenges to address?
6. How are you addressing the challenges?
7. Recommendations to Other Community Collaborations on the basis of this activity:
8. Status and Next Steps Discussion –

Plan Desired Outcomes	Current status	Long-Term Objectives	Action Steps
TRANSFER INFO FROM Strategic Plan			

Leadership and Implementation	Current status	Long-Term Objectives	Action Steps
Vision developed and articulated (state vision relevant to this plan activity)			
Scope of implementation determined and completed			
System capacity for relevant outcomes – will activity continue?			
Change in relevant system service or activity moving forward			

Program/Partner Engagement	Current status	Long-Term Objectives	Action Steps
Necessary engagement from a resource or funding level			
Necessary engagement from a community level			
Necessary engagement internally within the workforce and support system			
Necessary engagement with service population stakeholders/advocacy if relevant			

Evaluation	Current status	Long-Term Objectives	Action Steps
Monitoring and Improvement Plans in place			
Data Elements to demonstrate implementation and impact identified			
Practical assessments of performance;			
Improvement plan processes operationalized;			
Plan to keep Community Resource Map current			

Supportive Policy and Infrastructure	Current status	Long-Term Objectives	Action Steps
State/Local Plans and MOU's inform and support alignment of cross-agency customer service alignment			
Able to sustain staffing, coaching and training;			
Data systems, performance assessment and Administration supports			
Resources and Plan for ongoing training for service professionals			
Commitment to continue change initiated in this plan			

Sustainability	Current status	Long-Term Objectives	Action Steps
Existing Funding/Resources			
Policy (across relevant organizations)			
System Capability (including internal policy and procedural)			
Professional/Staffing Capability			