

Introduction

The Initiative Inventory can be used to guide an organization's review of current initiatives to produce a clear picture of existing initiatives, mandates, and resource commitments. Information and data collected can be used by the organization to explore the fit of additional initiatives with current work, guide decision making to make room for new work, and assist with alignment of efforts.

Getting Started

- 1) The Initiative Inventory should be completed and reviewed by an interdisciplinary team that includes leaders, practitioners, community members, and potential service beneficiaries. This group should be familiar with the organization's priorities and work.
- 2) The following questions can be used to guide the team completing the inventory:
 - What are your agency's current funded initiatives?
 - What are your agency's current unfunded initiatives?
- 3) For each initiative listed, consider the following questions:
 - Who is providing leadership for the initiative? Is there a team supporting the initiative? If so, who are the members?
 - What are the expected outcomes when the initiative is implemented? What change is expected to occur as a result of the initiative?
 - Who is the initiative meant to help (i.e. target population)?
 - Is there a requirement to implement this initiative or report its impact/use? If yes, identify the entity (e.g. state, federal, or other) requiring the initiative.
 - What are the fiscal resources needed to implement the initiative? What is the total budgeted amount for this work?
 - What are the human resources needed to support the initiative's implementation (e.g. # of FTEs, training needs, technology supports required)?
 - How well aligned is the initiative with your agency's mission, vision, and strategic plan?
 - What data do you have to measure the success or impact of the initiative on intended outcomes? Are there additional data you need to measure success?
 - What impact has the initiative had on its intended outcomes?
 - Have you or are you receiving external technical assistance support for the initiative? If yes, list technical assistance center.