

# APPENDIX IA: FACILITY PROJECT READINESS WORKSHEET

Use this worksheet to determine whether your organization is ready to move forward or whether you need to devote more time to the early planning stage.

CREATING A PROJECT CONCEPT			
1. Does your organization have a project concept that effectively captures your reason for undertaking the facility project and the outcome you hope to achieve?	Y	N	NOTES: _____ _____
2. Does your project concept include specific details so that potential stakeholders can fully understand your goals, such as:	Y	N	NOTES: _____ _____
<input type="radio"/> <i>Number and ages of children</i>	Y	N	_____
<input type="radio"/> <i>Proposed location</i>	Y	N	_____
<input type="radio"/> <i>Types of services</i>	Y	N	_____
3. Do you believe that your project concept will motivate people outside your organization – city officials, funders, and others – to help complete the project?	Y	N	NOTES: _____ _____
4. Can others within your organization, such as board members and staff, accurately articulate your proposed project concept?	Y	N	NOTES: _____ _____

PROJECT FEASIBILITY			
<b>A. MARKET NEED</b>			
5. Have you identified your target market?	Y	N	NOTES: _____ _____
6. Have you completed preliminary research which indicates that there is unmet demand for your proposed project and program?	Y	N	NOTES: _____ _____
7. Are you prepared to make a convincing case to others inside and outside of your organization that there is a need for this project?	Y	N	NOTES: _____ _____
<b>B. SUITABLE SITE</b>			
8. Can you identify a site that meets your needs and is affordable?	Y	N	NOTES: _____ _____

## PROJECT FEASIBILITY *(continued)*

### C. SUFFICIENT FUNDING

<p><b>9.</b> Have you spoken with funders to determine if you'll have access to enough funding during the project planning phase to cover the cost of professional services from an architect and lawyer, for a deposit to hold a site, and other expenses in the months or years before you begin construction?</p>	Y	N	<p><b>NOTES:</b> _____                  _____                  _____                  _____</p>
<p><b>10.</b> Can you identify sources for the money you will need to renovate or construct a new center?</p>	Y	N	<p><b>NOTES:</b> _____                  _____</p>
<p><b>11.</b> Have you done enough research on potential funding sources to feel confident that you have a reasonable chance of raising sufficient funds?</p>	Y	N	<p><b>NOTES:</b> _____                  _____                  _____</p>

### D. QUALIFIED HELP

<p><b>12.</b> Do you have experts identified to help with the day-to-day project work, such as a lawyer, architect, etc.?</p>	Y	N	<p><b>NOTES:</b> _____                  _____</p>
<p><b>13.</b> If you have identified a potential site, do you know what steps you will need to take to obtain zoning and other permitting for your proposed site, and which experts can help you at each stage?</p>	Y	N	<p><b>NOTES:</b> _____                  _____                  _____</p>

### ORGANIZATIONAL READINESS

<p><b>14.</b> If this facility is part of a start-up business or will house a new program within an agency, has a business plan been developed?</p>	Y	N	<p><b>NOTES:</b> _____                  _____</p>
<p><b>15.</b> Is your organization financially stable enough to take on this project? After consulting with your auditor or outside bookkeeper, are you satisfied that your organization has:</p>	Y	N	<p><b>NOTES:</b> _____                  _____                  _____</p>
<p><input type="radio"/> <i>A sound financial accounting system and good accounting practices?</i></p>	Y	N	<p>_____</p>
<p><input type="radio"/> <i>Sufficient cash on hand to support ongoing operations?</i></p>	Y	N	<p>_____</p>
<p><input type="radio"/> <i>More revenues than expenses over time?</i></p>	Y	N	<p>_____</p>
<p><input type="radio"/> <i>Adequate financial reserves for an emergency situation or other unexpected events?</i></p>	Y	N	<p>_____</p>
<p><input type="radio"/> <i>Adequate cash flow to support debt should it be required to complete the project?</i></p>	Y	N	<p>_____</p>

**ORGANIZATIONAL READINESS**

16. Can your organization manage its existing work along with the new demands of a facility project?	Y	N	<b>NOTES:</b> _____ _____
17. Do you have a reasonable management plan to reallocate responsibilities of key staff while the facility project is being planned and built?	Y	N	<b>NOTES:</b> _____ _____
18. Do you have staff and consultants with the necessary expertise in place to carry out the work of the project?	Y	N	<b>NOTES:</b> _____ _____

**GENERATING SUPPORT**

19. Are the members of your board enthusiastic about the proposed project?	Y	N	<b>NOTES:</b> _____ _____
20. Do you have individuals on your board who have the necessary expertise to support this project?	Y	N	<b>NOTES:</b> _____ _____
21. Are your board members committed to assisting with implementation and have the time to devote to it?	Y	N	<b>NOTES:</b> _____ _____
22. Are your staff members enthusiastic about the proposed project and have they had the opportunity to provide input?	Y	N	<b>NOTES:</b> _____ _____
23. Are the parents of children who would use the new center enthusiastic about the proposed project?	Y	N	<b>NOTES:</b> _____ _____
24. Are external friends and potential supporters willing to support your plans and prepared to help through donations or by volunteering their time?	Y	N	<b>NOTES:</b> _____ _____

 **JUDGING READINESS: IF YOU ANSWERED “NO” TO ANY OF THE ABOVE READINESS QUESTIONS, SLOW THE PROCESS DOWN UNTIL YOU TAKE THE NECESSARY STEPS TO PREPARE YOURSELF AND THE ORGANIZATION FOR PURSUING A FACILITY PROJECT.**