



# Planning

## Organizational Assessment and Planning Tool

Organizational planning defines the overall direction, activities, and strategies that will be used to fulfill a nonprofit's mission. Nonprofits should engage in sound planning to define a clear vision for the future and specific strategies for reaching established goals. Nonprofit planning should be proactive rather than reactive. It should incorporate evaluation results and periodic analyses of community needs. The process should be intentional and ongoing in order to best position a nonprofit to achieve its goals.

► Required by law	No/ Not Begun	Somewhat/ In Process	Yes/ Completed	Not Applicable	Not Sure
<b>Mission, Vision &amp; Values</b>					
1. We have a clearly defined, written mission statement that accurately describes the overall aims and activities of our organization and is linked to our values and vision for the future. 990	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. We have a clear, motivating vision statement about the organization's future that reflects a world enhanced by the accomplishment of our mission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. We have a values statement that reflects our core beliefs and principles and drives the work we do. It describes the manner in which we will conduct our work by highlighting those attributes that are most important.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Our board periodically reviews our mission, vision, and values to consider societal and community changes. This review should determine whether these statements are still relevant, and/or whether they should be adapted to address evolving needs of constituents and the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Stakeholder Input &amp; Responsiveness</b>					
5. In planning and evaluating our activities, we strive to be responsive to community needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We solicit input and feedback from a variety of sources, such as board, staff, community members, funders, government officials, and other stakeholders. This input is inclusive of a broad range of views and perspectives and plays an integral role in our decision-making process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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6. We openly communicate with other nonprofits to share and gather information on lessons learned, best practices, and effective resource allocation, and work to prevent unnecessary duplication of services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Strategic Plan</b>					
7. We create a written strategic plan every three to five years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our strategic plan reflects the results of an environmental assessment that includes information on strengths and challenges facing our organization, as well as opportunities for, and perceived threats to, mission achievement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our strategic plan includes clearly defined, measurable goals and objectives that are set by our organization to achieve our mission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our strategic plan provides an overarching direction for the organization created and fulfilled by staff and board members that is reflective of the our stated mission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our strategic plan may be reviewed and approved each year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. We have a thorough understanding of the community in which we operate, including the needs of constituents, services provided by the government and other nonprofits, and applicable trends (e.g. economic, demographic, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Operational Plan</b>					
9. We annually create a written operational plan which aligns with the strategic plan and specifies how our activities will be implemented on an annual basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our operational plan clearly defines specific program, financial, personnel, and evaluation activities; delineates timelines; and assigns specific responsibility for implementation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our operational plan clearly identifies goals and performance measurements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our operational plan is tied to an approved budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our operational plan provides a framework for regular progress reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our operational plan is reviewed and updated regularly by staff and board members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Risk Management &amp; Disaster Management</b>					
10. We have a risk management plan and a disaster management plan that protects the organization's assets – its property, financial and human resources, documents, and programmatic content and material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As risks are identified, we update our plan to mitigate those risks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have a crisis communications plan (may be part of risk or disaster management plans).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have a data backup and recovery plan (may be part of risk or disaster management plans).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. ► We obtain necessary insurance products such as general liability, property, fidelity bond insurance, and directors and officers liability insurance to protect our organization and employees, volunteers, and board members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
► We have workers' compensation insurance. <i>CRS § 8-44-101</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our insurance plans are reviewed with the board on an annual basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Our articles of incorporation include a provision limiting the liability of directors to the fullest extent permitted under Colorado law.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our bylaws include board liability and indemnification language that clearly define the circumstances under which the organization will indemnify its directors, officers, volunteers, and employees against claims arising from the performance of their duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have appropriate directors and officers insurance. (Note that there are statutory limits on the ability of a nonprofit corporation to limit officer and director liability and to indemnify directors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>