

## Plan Checklist

1. Does your agency have the fiscal resources necessary to carry out the plan?
2. Does your agency have the human resources necessary to carry out the plan?
3. Are the timelines in the plan realistic?
4. Is the workload realistic for various individuals and groups?
5. Are the goals and activities listed in proper order with the most important first?
6. Are the tasks manageable and clearly defined?
7. Is the plan feasible and flexible?
8. Is the plan clearly understood by all?
9. Are both the agency and its members committed to the plan?
10. Is the plan consistent with the values and vision of the agency?