



Garrett Lee Smith Campus Cohort 11 Guided Strategic Team Planning

This resource provides ideas for your team conversation on key aspects of your Garrett Lee Smith (GLS) grant as you get started. You may already have thought through some of the questions together in the initial months of your grant – if so, and if the team is all on the same page, move to the next question. Consult a SPRC Prevention Specialist in the room as needed during the conversation.

BEFORE YOU START: Be sure to identify someone in the group who will take notes to capture any clarifications, changes, or priorities you identify in your conversation.

1. Review and clarify your Goals and Objectives

Take some time to review the goals and objectives or major activities of your grant, and discuss the following questions with the team.

List your grant goals and objectives:

Goals	Objectives/ Major Activities

As a group, discuss the questions on the next page.

- Are your grant objectives SMART (specific, measurable, achievable, realistic, and time-sensitive)? If not, consider how you could make them SMARTer. Without SMART objectives, it will be difficult to monitor progress and assess whether your grant is successful.

- Are there other questions or clarifications the team needs around the project goals or objectives?

2. Identify any changes or adjustments that need to be made to your grant.

Things have probably changed since your proposal was written. This is a great time to discuss any adjustments you need to make to the grant scope, partners, or deliverables. A SPRC Prevention Specialist in the room can help brainstorm alternative approaches or strategies. If you decide to make any adjustments, please bring them up during your monthly call with your GPO.

- Do you have more recent data that indicates a different direction from your initially proposed project activities?

- Are there other changes that would affect the project scope, activities, partners, or other aspects of the grant?

3. Identify priorities for Year 1

In a large and complex grant, not everything can happen at once. In order to make sure you identify realistic first steps to get off to a good start in Year 1, consider prioritizing what your team will accomplish for the remainder of this first year.

- Discuss and select 3-5 criteria you will use to prioritize the grant objectives/major activities for the remainder of Year 1 for your grant.

Sample Criteria:

- Feasibility of Implementation – what is the ‘lowest hanging fruit’/what could you accomplish most easily? (don’t forget to consider any bureaucratic or administrative obstacles that might slow down certain activities)
- Availability of Strong Partners – Is there a strong campus partner or community partners identified and ready to help you achieve the goals of your grant? Are some partners more ‘ready to go’ than others?
- Level of Existing Resources and Capacity – are certain staff already on board that could get started on particular objectives or activities? Are resources already available for subcontractors to get started while you put formal agreements in place? Are staff or partners already trained or skilled in implementing certain components?
- Stakeholder/Community Support Level – Are there priorities your stakeholders have in terms of what should be done first? Is there more readiness or buy-in around certain objectives or activities?
- Critical Need – Is there essential gap in services or infrastructure that need to be addressed urgently?
- Other: _____

- Fill in your selected criteria in the first row of the chart on the next pages. Fill in your project objectives/major activities in the left column.
- Work with your team to rate the goals from #1 above based on how well they meet the selected criteria: are they low priority, medium priority, or high priority when that criterion is considered?

	Criteria 1:	Criteria 2:	Criteria 3:	Criteria 4:	Criteria 5:
Objective/Major Activity 1:					
Objective/Major Activity 2:					
Objective/Major Activity 3:					
Objective/Major Activity 4:					
Objective/Major Activity 5:					

	Criteria 1:	Criteria 2:	Criteria 3:	Criteria 4:	Criteria 5:
Objective/Major Activity 6:					
Objective/Major Activity 7:					
Objective/Major Activity 8:					
Objective/Major Activity 9:					
Objective/Major Activity 10: :					

- Start planning on next steps for implementing your priorities. Decide on the top 4 priority objectives/major activities that stand out from your prioritization exercise and write them in the chart below. As a group, discuss key next steps and timing to move each objective/activity forward.

Top Priority Objectives/Major Activities	What needs to be put in place in order to achieve this objective?	What steps do you need to take?	When do you intend for this to be accomplished?
Objective/Major Activity Priority 1:			
Objective/Major Activity Priority 2:			
Objective/Major Activity Priority 3:			
Objective/Major Activity Priority 4:			