



Strategic Policy Change Checklist

Strategic policy change can often place significant strain on an organization. As a result, organizations need to give critical thought to key aspects related to such changes. The following checklist is designed to help organizations evaluate their own capacity, especially when they are pursuing grant funding that offers opportunities for strategic change.

	Confirm the overall mission and goals of the organization.
	Identify the organization's programs and priorities.
	Identify disparities or gaps that exist under current programs and priorities.
	Formulate policy change concepts and how new programs will address unmet needs.
	Review the organization's general capacity to implement the new programs (e.g., substantive expertise; fiscal management; leadership).
	Identify the process for change (e.g., grant funding opportunity).
	Analyze critical factors of the process for change (e.g., eligible organizations; process requirements; criteria for selection; timelines).
	Compare organizational capacity with the process for change; determine if and how new programs can be supported by the process.
	Conduct a risk assessment and develop plans to manage risks.
	Identify key stakeholders and their needs; involve them as appropriate (e.g., supporters, opponents, and affected agencies).
	Develop a detailed program description (e.g., define the intervention; detail the technical approach to implementing the program; assemble the internal and external resources and partners needed).
	Research the organization's authority to implement proposed policy changes.
	Check for conflicts with existing organizations, policies or laws.
	Identify sample or model policies.
	Identify means to monitor progress and evaluate performance.