

Translating Visions into Plans Worksheet for Program Managers

Name:

Organization Name:

Provide a brief description of your organization and your role.

Geographic Setting:

Rural

Suburban

Urban

Demographics:

Describe the communities that your organization serves.

Accessibility:

How do most of your patrons engage with your organization? Do they live nearby and engage in person? Do they engage remotely? Are there other special considerations about access, for example physical or technological barriers?

Program Assessment:

What programs/services (fitness, technology, arts, etc.) does your organization offer **specifically for older adults**? Are they delivered in person and/or remotely?

Who coordinates these services for your organization?

How do you determine which programs to offer? (ex: surveys, word of mouth, etc.)

Implementation Support:

What do you need to implement a creative aging program? Which need is the greatest?

- | | |
|---|---|
| <input type="checkbox"/> Training | <input type="checkbox"/> Documentation support |
| <input type="checkbox"/> Access to tech equipment | <input type="checkbox"/> Evaluation materials |
| <input type="checkbox"/> Access to software | <input type="checkbox"/> Funding |
| <input type="checkbox"/> Access to teaching artists | <input type="checkbox"/> Staff time |
| <input type="checkbox"/> Communications support | <input type="checkbox"/> Contracting procedures |
| | <input type="checkbox"/> Other: |

What kind of organization/administrative support within your organization would you need to begin creative aging programming? (including board of directors, staff, and volunteers)

What new or reconfigured positions would you need to begin creative aging programming? (including board of directors, staff, and volunteers)

For remote program delivery, what new equipment, staffing, or infrastructure would you need to begin delivering remote creative aging programming?

Conclusion:

What is your organization's greatest **asset**?

What is your organization's greatest **challenge**?

What is your biggest creative aging **programming concern**?

What are some action steps you could begin tomorrow to plant seeds for future creative aging programs? (e.g., staff meeting to discuss ideas, invited artist lectures, etc.)