



# Resource Planning and Assessment (RPA) Tool

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### Resources

<b>Context or Purpose of Resource Planning and Assessment:</b> <input type="text"/>				
<b>Completed by:</b> <input type="text"/>		<b>Date:</b> <input type="text"/>		
<b>Type of Resources Needed for Intervention / Program / Service Implementation or Scale-Up</b>	<b>Resources Needed:</b> Type, Timeframe and Cost	<b>Resources Available:</b> Type, Timeframe and Cost	<b>Gap (Available-Needed):</b>	<b>Data Sources:</b>
<b>Human Resources</b>				
<b>Personnel</b> (including existing or new staff, contractors or consultants) (express as job/role titles and/or full-time equivalents)		(Do existing staff have time available?)		
<b>Skills, training, certifications</b>				
<b>Collaboration with key partners within and outside the organization</b> (express in terms of who is available to collaborate; whose time and energy will be critical)	(check if cost does not apply)	(check if cost does not apply)		
<i>Summary of your Assessment:</i> (e.g., overall human resource need and availability; gaps and limitations)	<input type="text"/>			
<b>Material Resources</b>				
<b>Equipment &amp; Supplies</b> (e.g., technical materials, computers, cell phones, food)				
<b>Honoraria/incentives</b> (for volunteers and/or participants)				
<b>Space</b> (express as costs for rent, utilities and/or the type of space that is needed e.g., gym, outdoor space, etc.)				
<i>Summary of your Assessment:</i> (e.g., overall material resource need and availability; gaps and limitations)	<input type="text"/>			
<b>Organizational Support Resources</b>				
<b>Equity Considerations</b> (express in terms of costs or strategies needed to support equitable access to the intervention/program/service or to collaborate with certain groups)				
<b>Leadership</b> (e.g., senior management support, local champions, Board of Health decisions, relevant policies or by-laws)	(check if cost does not apply)	(check if cost does not apply)		
<b>Information Technology</b> (e.g., software, dashboards) and Data Collection and Management				



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Organizational Support Resources - continued				
Type of Resources Needed for Intervention / Program / Service Implementation or Scale-Up	Resources Needed: Type, Timeframe and Cost	Resources Available: Type, Timeframe and Cost	Gap (Available-Needed):	Data Sources:
Promotion / Media / Paid Social Media				
Administrative Support; Enthusiasm; Buy-in (express as general support for the intervention/ program/service, whether within or outside the organization, and/or the costs of building support through awareness campaigns, town halls, etc.)	(check if cost does not apply)	(check if cost does not apply) <input type="checkbox"/>		
<p>Summary of your Assessment: (e.g., overall organizational support resource need and availability; gaps and limitations)</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>				
<p>Consider your answers for all resources types to determine the resources you will need in order to implement the proposed intervention, program or service.</p> <p style="text-align: right;">Then consider:</p> <p style="text-align: center;">Are the needed resources available?      YES    NO    UNSURE</p> <p style="text-align: center;">Is the intervention/program/service feasible from a resource standpoint?      YES    NO    UNSURE</p>				

