PREVENTION PLANNING WORKSHEET

Build Your Case

Connect a prevention program to the priorities that fund it, then write a goal leadership will notice.

1 Pick one program

A program you run now, or one you are planning in response to your campus data.

Program name

Problem it addresses
(what your data shows)

This problem is

- ☐ Fixable in 1 to 2 years
- ☐ Fixable in 2+ years
- ☐ Outside our control

2 Fill in your leverage

Aim for at least one point in each category. The strongest case pulls from more than one.

Must *Compels action*

Law, mandate, or compliance requirement

Money *Gets it resourced*

Grant, retention, enrollment, or risk

Mission *Gets it prioritized*

Strategic plan or divisional goal (quote it)

Momentum *Gets attention now*

Campus data, student voice, current events

3 Name the target population

Who actually needs this program? Your goal and your reach should use this number.

Who

About how many?

Prevention level

- ☐ Universal (everyone)
- ☐ Selective (higher-risk groups)
- ☐ Indicated (showing early signs)

Build Your Case (continued)

4 Write a SMART goal

Tie it to one of your leverage points and name the target population, not just a raw number.

- [ ] Specific: who and what?
- [ ] Measurable: how will you know?
- [ ] Achievable: realistic for your resources?
- [ ] Relevant: tied to a leverage point?
- [ ] Time-bound: by when?

5 Upgrade it

Pick one. SMARTS adds Sustainable; SMARTIE adds Inclusive and Equitable.

- [ ] SMARTS: will it last beyond one person or one year?
- [ ] SMARTIE: who is included, and who might be left out?

6 Optional: write an ABCDE learning outcome

For one activity or training within the program. Describes what participants will be able to do.

Activity

- **A** **Audience** — *Who?*
- **B** **Behavior** — *Will be able to do what?*
- **C** **Condition** — *After or under what circumstances?*
- **D** **Degree** — *How well, or how many?*
- **E** **Evidence** — *Measured how?*

The "so what?" test

Read your goal as if you were your VP. Can you check all three?

- [ ] It names a target population, not just a raw number
- [ ] It connects to at least one leverage point leadership already cares about
- [ ] Someone outside prevention would understand why it matters