

Foundation Worksheet #2

Assess Your Capacity



NATIONAL DROUGHT
MITIGATION CENTER
UNIVERSITY OF NEBRASKA

Use this worksheet to help you assess your community or organization's capacity to develop and conduct an exercise. Identify areas where you may need to partner with other agencies and organizations, hire consultants, or constrain the scope of your exercise.

Capacity	Factor	Questions	Notes
Financial	Committed sources	How much money can you commit to the exercise? Potential costs include participant travel, venue rental, consultant and facilitator fees, and materials and equipment used during the exercise.	
	Potential sources	What sources can you leverage or build through Federal, State, local, philanthropic, and private sources of funding?	
Knowledge & skills	Coordination	Do you have experience and time to organize the exercise logistics and manage development activities?	
	Technical	Do you have the experience or skills needed to develop a scenario through the analysis of historical drought data and information and/or modeling climate and water resource availability?	
	Education & engagement	What level of experience do you have organizing and facilitating stakeholder engagement and creating materials such as handbooks and visual aids?	
	Policy and regulations	What is your level of understanding of local, regional, and state issues, policies, regulations, and ordinances?	
	Process	Do you have experiencing developing or conducting scenario-based exercises?	
	Evaluation	Who can develop and administer evaluation materials?	

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Culture & climate	Collaboration	How well do you work across boundaries to increase efficiency, leverage resources, and boost output?	
	Innovation	How open are you (and your potential participants) to doing something new in both content and process?	
Time	Time table	How much preparation time can you reasonably expect to have allocated to developing, conducting, and evaluating an exercise?	
	Effort	How many people can you reasonably expect to be devoted to developing an exercise? Identify their names and number of person days.	
Facility & equipment	Facility	Do you have the space to hold an exercise? What limitations exists?	
	Equipment & materials	What resources do you have available for use during the exercise? Examples include paper-based displays, laptops or tablets, projectors, and sound systems.	