FROM MISSION TO IMPACT – OPERATIONAL HEALTH CHECK

Instructions: For each statement, select Yes, Partially, or No. Think about how your organization operates in practice, not simply what is written in its policies.

RATING	YES: 2 points	PARTIALLY: 1 point	NO: 0 points

1	Mission & Purpose	YES	PARTIALLY	NO
1.1	Our staff and volunteers understand our mission.			
1.2	We have a clear theory of change linking activities to outcomes.			
1.3	We have clearly defined the population and needs we serve.			

2	Program Design & Delivery	YES	PARTIALLY	NO
2.1	We have standardized registration and enrollment processes.			
2.2	Expectations are communicated through policies & codes of conduct.			
2.3	We document attendance and services consistently.			

3	Data & Impact	YES	PARTIALLY	NO
3.1	We collect only information relevant to our programs and decisions.			
3.2	We use entry and exit surveys or other appropriate outcome measures			
3.3	We collect participant feedback and stories of change.			
3.4	We regularly review findings and adjust our programs.			

4	People & Accountability	YES	PARTIALLY	NO
4.1	Staff and volunteers understand their roles and responsibilities			
4.2	We have systems for volunteer onboarding, tracking and recognition			
4.3	We assign responsibility and deadlines for follow-up actions.			

5	Technology & Learning	YES	PARTIALLY	NO
5.1	Our digital tools support efficient, secure documentation			
5.2	We have appropriate consent, privacy and data protection practices			
5.3	We periodically review and improve our operational workflows.			

Score: _____/32

30-DAY ACTION PLAN

One operational area we need to improve	*Example: Consistent tracking of participant attendance*
One practical action we will take	*Example: Implement one standard registration and attendance form*

Who will lead?	By when?