

# Diagnostic Toolkit

The Capacity Building Diagnostic Toolkit is designed to be a framework document to capacity building organisations.

Name of organisation	
Address	
Founded	
Why and by whom	
Charitable status	

People involved:

Number of full time staff: .....

Number of part time staff: .....

Number of volunteers: .....

Mission statement.....

.....  
.....  
.....

Equal Opportunities statement:(Copy needed)

.....  
.....  
.....

Principal purpose of the organisation:

.....  
.....  
.....

Affiliations with other relevant organisations:

.....  
.....  
.....

The organisation: what makes it unique or different and why its work is especially important?

.....  
.....  
.....

Recent growth in the organisation and the demand for its services. Prove it!

- 1: .....
- 2: .....
- 3: .....

List your main competitors for resources and/or support

- 1: .....
- 2: .....
- 3: .....

What, if any, influence do you think changing patterns of competition will have on your organisation in the next year or two?

.....  
.....  
.....

Are there any areas that you feel your organisation could learn from your competitors?

.....  
.....  
.....

List five areas of strength

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

List five areas for development

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

Main financial sponsors past and present.

.....  
.....  
.....

Recent press or media coverage:

.....  
.....  
.....

# ENVIRONMENTAL ASSESSMENT

## Social

What do you think have been the most important social factors that have affected (a) your organisation (b) your organisation's ability to win resources and support in recent years

.....  
.....  
.....  
.....  
.....

## Technological

What do you think have been the most important technological factors that have affected (a) your organisation (b) your organisation's ability to win resources and support in recent years

.....  
.....  
.....  
.....  
.....

## Economic

What do you think have been the most important economic factors that have affected (a) your organisation (b) your organisation's ability to win resources and support in recent years

.....  
.....  
.....  
.....  
.....

## Political

What do you think have been the most important political factors that have affected (a) your organisation (b) your organisation's ability to win resources and support in recent years

.....  
.....  
.....  
.....  
.....

Are there any areas where you might do better to collaborate with other organisations rather than compete against them?

.....  
.....  
.....  
.....  
.....

Are there any areas of winning resources and support where you feel your organisation might benefit from pursuing strategic alliances or coalitions?

.....  
.....  
.....  
.....  
.....

If yes, choose one area and list below what you think some of the main advantages might be, and any difficulties or problems you think might arise in pursuing such an option

Advantages

Problems/difficulties

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**PROPOSED PROJECT FACT FILE**

Description of the proposed project/purpose of the application (not more than 20 words):

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

The need for the project - three key facts:

- 1.....
- 2.....
- 3.....

Partner organisations (how and why they are involved)

.....  
.....  
.....

Why is it so important to undertake the project at the present time

- 1.....
- 2.....
- 3.....

The objectives of the project (three specific and measurable outcomes):

- 1.....
- 2.....
- 3.....

When will the above outcomes happen?

.....  
.....  
.....

Methods which will be used to undertake the project:

.....  
.....  
.....

Five key tasks to be undertaken in the first year:

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

User involvement: how are the users or beneficiaries involved in the work?

.....  
.....  
.....

Volunteer inputs: how are volunteers to be involved and what is the value of this?

.....  
.....  
.....

How do you plan to disseminate any results or the outcomes of the project?

.....  
.....  
.....

How will the project be evaluated?

.....  
.....  
.....

Any consequences or anticipated future impact which will result from the project:

.....  
.....  
.....

Estimated start date of the project: .....

Estimated completion date or term of the project: .....

Key people involved and relevant experience

.....  
.....  
.....

Outside advisers:

.....  
.....