



Project Success Framework (PSF)

Resource Commitment

Adequate resources (e.g., human, organizational, resource, policy) are identified and will be committed to implementing solutions to improve outcomes.

1

Understand

Each element is described in detail to demonstrate how it is connected to project success. You will learn why the element is important, how to assess your status within the element, how to document your current element, and how to use this information to develop a project plan.

2

Reflect

Once you understand the value of each element, we invite you to reflect on how your project fares on the rating scale. During this reflection, consider what evidence supports your rating and if you are where you want to be. If not, what would it take to move across the continuum? We offer a self-assessment worksheet for each element. Additionally, if you are having trouble determining your current state, we have a resource library to help you.

3

Act

Once you identify your current state and determine what to change, you are ready to add your next steps to your project plan. In the future, the PSFs can serve as a checkpoint to help you maximize your project's likelihood of success. Review your PSF work regularly to determine if you have improved your element ratings and see if those changes have helped move your project forward. Write down your action steps in the table.

Before You Begin...

- » List all interested parties/groups. Include both direct and indirect for the entire education delivery chain impacted by the project and involved in achieving desired outcomes
- » Research evidence-based practices that might apply to your project's goals
- » Scan for relevant policies/legislation that may influence project implementation

1

Understand

Charting Your Course: Navigating from Present Position to Future Destination

A great idea alone won't make a project succeed. It needs the right resources, money, people, organizational support, partnerships, spaces, and good communication. Start by figuring out what the project needs. Then, see how much of these resources are committed and by whom. This helps pinpoint where planning needs to focus to fill any gaps.

Building Your Case: Gathering Evidence for Your Current Position

Conduct a detailed analysis of available staff, funding, policies, and organizational charts to assess resource gaps. Pay close attention to what gaps still need to be addressed and identify collaborators who can provide support.

Once you've gathered and assessed the evidence, use the following scale to identify your current position. Remember that this rating is a benchmark, not a fixed position. If you find yourself at the Emerging stage, don't worry. You now have a clearer understanding of the steps needed to progress toward the advanced stage.

2

Reflect

Guiding Questions for Reflection

- » What are partners willing to commit to this project? Examples: staff time, visible leadership support, access to resources, adjusting policies, etc.
- » What are partners unwilling to commit to?

State of the Project

Rate the current state of the project:

Emerging

There is no evidence in the project plan that outlines the number of resources needed to implement the project with fidelity

Developing

There is evidence in the project plan that the partners have identified 50% of resources committed, but they might be available for an insufficient amount of time to improve outcomes

Advancing

There is evidence in the project plan that 75% of the resources can be committed but might be available for an insufficient amount of time to improve outcomes

Mastery

The project partners are willing and able to commit 100% of the necessary resources to ensure project progress and sustainability

Reflection/Evidence:



Potential Evidence Sources

Staff, funding, policies, organizational charts, meeting notes, meeting cadence, partnership agreements, sustainability plan



Supporting Tools/Resources:

- » [Preliminary Capacity-Building Needs Assessment for Education Agencies](#)
- » [BSCP Center Strategic Communications Toolbox for State Education Agencies](#)

3

Act

Guiding Questions for Action Planning

What other conversations can you have to move along the continuum?

- » How can the project plan be augmented to best document the commitment of resources?
- » What is the most pressing resource need?
- » Can committed resources be stretched further to support project goals?
- » Are there resources that were thought to be needed but are actually not essential?
- » Are there other colleagues within other parts of the organization who might be able to share helpful information on how they planned for or increased resources on their project?
- » Can technology be leveraged to meet some of the more pressing resource needs?

Action Plan:

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