Financial Sustainability: Scenario Planning Worksheet
Internal Planning

Goal: Gain clarity of your current financial situation and take action based on a specific timeline.	**Example**
Who is on the Financial Sustainability Team?	- CEO & Managing Director
1. What is your cash position? (# of months available) - Today: _____ - 3 and 6 Months: _____ - Future Commitments _____	- 4 months of cash on hand for next six months - All future commitments are secure
2. What is your assessment of future revenue opportunities? _____ _____ _____	- All new opportunities are either delayed by 2+ months or on hold - Apply for Payroll Protection Program
3. What non-essential expenses can you cut/delay? _____ _____ _____	- Make $50K in expense cuts - Delay $75K in expenses until Q4 - Negotiate revised terms for rent
4. What is your point of view and weekly monitoring plan? _____ _____ _____	- Strong for 4 months - Monitor: Cash Balance, Accounts Receivable, Future Payments, Future Revenue Opportunities
5. What time period will guide your operations and communication until considering further actions? _____	- 2 months before taking additional action

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External Communications

Goal: Maintain clear and consistent communication with your team and key stakeholders.	**Example**
1. What will you communicate to your team? _____ _____ _____ _____	For the next two months we will: - Keep team together - Best meet client needs - Reduce specific expenses - Monitor financial position to determine what if any additional actions need to take
2. What changes will you make to show understanding and support of team? _____ _____ _____	- Establish new working protocols - Block off times for no internal meetings - Give extra time off
3. How will you over-communicate with consistency? _____ _____ _____	- Send in writing team communication - Leadership will be consistent and repeat when meeting with a team timeline and actions
4. What is your communication plan for external stakeholders (clients, funders, ect)? _____ _____ _____	- Share approach with Board - Check in with all clients - Check in with current funders - Continue to communicate appropriately with future opportunities to keep active