



Resource Mapping and Matching Administration Checklist

Name:	Y = Yes N = No		
Observation Date:	N/A = unsure or not applicable		
1. Prepared the Team – Facilitator invited participants, emailed the TA Practice in 60 video, and ensured participants had necessary information prior to the process.	Y	N	N/A
2. Set the Stage - Facilitator provided an overview of the Resource Mapping and Matching purpose, desired outcomes, and key administration steps; identified a Note Taker; and established group norms.	Y	N	N/A
3. Mapped Resources for Priorities – Participants brainstormed possible resources for each priority across each arena: District, State, and National.	Y	N	N/A
4. Checked Alignment and Utilization of Resources for Priorities – Facilitator prompted for alignment and utilization of potential resources to each priority. “Do the potential resources align with the vision of this priority?” “Is this the most effective utilization of resources?”	Y	N	N/A
5. Confirmed Resource Matching - Facilitator confirmed which resources will be matched to which priorities. Facilitator or a Note Taker annotated the Resource Mapping form to reflect the decisions.	Y	N	N/A
6. Wrap-Up - Facilitator debriefed the process and set dates for follow-up support for utilization of matched resources. If needed, meeting dates were set for additional Resource Matching with SWIFT Center TA Coordinator.	Y	N	N/A
7. Follow-up: The Facilitator ensured the completed Resource Map is sent to all participants, no more than one week following the event.	Y	N	N/A