

Pause(d), Play, Rewind, Fast-Forward

Think of all our partnerships using the spreadsheet to guide you. Place partners into one of 4 categories as described below.

- **Pause(d):** This partnership is not currently active OR this partnership should be paused to make room for new partnerships. If a partnership is already paused, please note if it should be reactivated.
- **Play:** This partnership is going smoothly and operates as it should.
- **Rewind:** A partnership that is active and ongoing, but needs fine-tuning or a new vision.
- **Fast-Forward:** New community partners that we need to discuss how we can best partner with in the future.

Pause	Play
Rewind	Fast-Forward

Pause(d), Play, Rewind, Fast-Forward

Think of all our programs using the handout to guide you. Place programs into one of 4 categories as described below.

- **Pause(d):** This program is not currently active OR this program should be paused to make room for something new. If a program is already paused, please note if it should be reactivated.
- **Play:** This program is going smoothly , operates as it should and meets current goals and objectives
- **Rewind:** A program that is active and ongoing, but needs fine-tuning or a new vision.
- **Fast-Forward:** New program ideas that align with current goals and objectives and need to be fast-tracked.

<p style="text-align: center;">Pause</p>	<p style="text-align: center;">Play</p>
<p style="text-align: center;">Rewind</p>	<p style="text-align: center;">Fast-Forward</p>

Notes on the Process to Using the Pause, Play, Rewind, Fast-Forward Evaluation

- This is an evaluation process designed to be done annually that allows you to evaluate and think about ongoing partnerships and programs.
- Before starting, take time to create lists of all your partners that you work and all your regularly occurring programs that meet weekly/monthly or more frequently. Have these lists on hand to use with the worksheet.
- Allowing at least an hour is recommended
- It can be done by one person or by a department or team.
- If being done with 4 people or less, they can all work on it together and discuss which quadrant a partner or program should be placed in on the chart.
- There is room on the side to make notes, especially if agreement cannot be met.
- If being done with 5 or more, divide into smaller groups of 2-4 people and then have each group report back afterwards
- During the report back period, have one person record final decisions and note the decisions for each partner or program
- Assign follow up for each program or partner that needs to have action items taken