

# Capacity Worksheet

Strategy	Steps Involved	Who should be involved/responsible?	What skills do they have?	What skills do they need?	How much might it cost?
<b>Example:</b> Sobriety checkpoints	<ul style="list-style-type: none"> <li>- support &amp; involvement of law enforcement</li> <li>- planning of timing and identifying locations of checkpoints based on data</li> <li>- involvement of local media</li> <li>- support of judicial system to prosecute those apprehended</li> </ul>	<ul style="list-style-type: none"> <li>- Project coordinator (name)</li> <li>- Chief of Police (Name)</li> <li>- News reporter(s) (Name)</li> <li>- Judges (name)</li> </ul>	<p>Organizational &amp; coordination skills</p> <p>Skills to recognize and apprehend drunk drivers</p> <p>Skills writing news articles</p> <p>Skills</p>	<p>Training needed for project coordinator &amp; local law enforcement on conducting sobriety checkpoints; specifically low cost versions.</p> <p>Training for project coordinator on writing press releases</p>	<p>Training per officer/person: \$500</p> <p>Training for project Coordinator or staff person on writing effective press releases: \$120</p> <p>Paying for 12 checkpoints over 2 years: \$12,000</p>
<b>Example:</b> Compliance Checks of local alcohol retailers	<ul style="list-style-type: none"> <li>- Identify all alcohol establishments in target area</li> <li>- Determine strategy to visit 10 per month</li> <li>- Involve the local media to publish names of those that comply</li> <li>- Write letters to establishments providing feedback on the compliance of the establishment</li> </ul>	<ul style="list-style-type: none"> <li>- Project coordinator (name) &amp; staff</li> <li>- Coalition volunteers</li> </ul>	<p>Know the area and locations of establishments</p>	<p>Training on conducting compliance checks</p>	<p>Cost per establishment \$10, targeting 10 establishments per “event”, visit 10 per month for 24 months. = \$2400</p>

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