2.1 Suggest Solutions

Once unmet community needs are identified, it is time for the advisory panel to brainstorm and suggest solutions that can be implemented in the near future. The Suggest Solutions Worksheet documents all of the ideas.

Explanation of each Row and Column

Column A Suggested Solution (Provide a unique title) - Provide a unique title. Use terms that can be understood by all members of the advisory panel (consider avoiding acronyms). Also be descriptive enough so that solutions can be distinguished from one another by the title alone.

Column B Brief Description - Provide a brief description of the suggested solution. For example, for programs that provide a direct service as the solution, briefly document where and when the program will be offered, whom it is for, and the main impact expected of the program. For policy or environmental changes, briefly document where the change will be implemented, who it will impact and how, and the intended timeframe for implementation.

Column C Is this a new program or a modification of an existing program? - Note whether each suggested solution is a new program or a modification of an existing program.

Further Details

This step is where the panel can be creative. Later, there is a process to screen out solutions that are not feasible — so do not let those concerns limit your imagination. Solutions can include new programming or modifications of existing programs, such as expanding the number of locations. If modifying an existing program, plan for the smallest feasible change. If developing a new program, consider starting at the smallest scale possible (e.g., add only one new location).

Suggest solutions that can be implemented in the near future, within a year or so. This does not mean more ambitious, long-term solutions should be ruled out. Only that they should be broken into smaller, more feasible steps. Consider suggested solutions that are short, medium and long-term projects. Do you include some "low-hanging fruit," or programs that could be implemented relatively easily while still being impactful? Having early successes could help galvanize your community and maintain momentum for those projects that might be more time and resource intensive. Assessing in this way can help create a sense of accomplishment over the various time frames.

Remember, the completed Program Inventory Worksheet (step 1.2) can offer a starting point for inspiration when brainstorming solutions. Other programs to consider can be found at www.eatrightFoundation.org/FSSToolkit.

2.1 Suggest Solutions

SUGGESTED SOLUTION (Provide a unique title)	BRIEF DESCRIPTION	Is this a NEW program or a MODIFICATION of an existing program?

The Screening Worksheet narrows the list of suggested solutions to options the community can realistically implement. It only moves forward suggested solutions the panel should evaluate further.

The Screening Worksheet considers if solutions will work in the local context, by assessing:
- If a solution is financially feasible
- If there are sufficient personnel to execute the solution
- If other required resources (e.g., transportation, distribution, land or water) exist or are available
- If the community will support the solution, and
- Any other required criteria the advisory panel deems essential.

Detailed Instructions

Column A Suggested Solutions - This column should mirror column A from the Suggest Solutions Worksheet (step 2.1); simply transfer the unique title for each suggested solution. If using the excel workbook with the formulas enabled, the titles will automatically populate these cells.

Column B Is This Solution Financially Feasible? - Answer yes or no to this question: Is this solution financially feasible? Step 3 provides a robust process for estimating the costs and contributions of a suggested solution. Such details are not needed now. The goal here is simply to use current knowledge to eliminate suggested solutions that are not realistically possible financially. The advisory panel should answer the question based on what is already known and err in the direction of allowing a suggested solution to move forward in the process.

Column C Are There Sufficient Personnel To Execute This Solution? - Answer yes or no to this question: Are there sufficient personnel to execute this solution? Consider paid and volunteer personnel among partner organizations and in your community, as applicable.

Column D If This Solution Requires Additional Resources, Are They Available? - Answer yes or no to this question: If this solution requires additional resources, are they available? Consider resources other than funding such as transportation, distribution, manufacturing, land or water, etc.

Column E Will The Community Support This Solution? - Answer yes or no to this question: will the community support this solution? This question allows the advisory panel to consider the local context, the political environment, cultural sensitivities and competing community priorities.

Column F Other Considerations - Some communities may have additional criteria that a solution must meet in order for it to move to the next step where more time and effort will be spent exploring it. Examples include the timeline for

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2.2 Screening

implementation, the duration of the program, the seasonality of the program, etc. To limit bias, be sure to apply the same criteria to every suggested solution.

If "no" is the answer to any one of the questions for a suggested solution, exclude that suggested solution from moving to the next step, unless changes are made to address the reason for the "no" answer. Do not hesitate to answer "no" if that is the true answer; otherwise, the panel will spend time considering suggested solutions that are not likely to be successful.

Further Details

Remember that the screening questions do not indicate the value or appropriateness of a suggested solution. Screening is about efficiently using the panel's time and effort.

The number of solutions that typically move forward to the next step is 5 to 10; although, this will vary from community to community. Consider that each suggested solution that moves forward will require the panel's time and effort, which are limited resources themselves.

Clearly document each decision; this is important for transparency. File, but do not delete the suggested solutions that are screened out, as they may be viable solutions in the future.

Additional resources can be found at www.eatrightFoundation.org/FSSToolkit.

2.2 Screening

SUGGESTED SOLUTION	IS THIS SOLUTION FINANCIALLY FEASIBLE? (Yes or No)	IS THERE SUFFICIENT PERSONNEL TO EXECUTE THIS SOLUTION? (Yes or No)	IF THIS SOLUTION REQUIRES ADDITIONAL RESOURCES, ARE THEY AVAILABLE? (Yes or No)	WILL THE COMMUNITY SUPPORT THIS SOLUTION? (Yes or No)	OTHER CONSIDERATIONS
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