



Worksheet

The purpose of an opportunity screen is to help your organization make grounded and purposeful decisions. The screen should include criteria that can be used over time to assess and compare opportunities. You will want to consider common criteria such as whether the opportunity is the best way to achieve your mission, if you have adequate organizational capacity, whether you are leveraging your unique strengths, and if there are identified sources of funding to support the opportunity.

Additional questions to help refine your screening criteria:

Durability: Will the criteria be relevant over the next two to three years? Think about the environmental factors that influence your screen criteria. Will your criteria be relevant even if they change? If not, consider broadening your criteria.

Broad Applicability: Are the criteria broad enough to apply to various opportunities? Imagine using them to assess one or two very different grant opportunities and a partnership opportunity. If the criteria are so specific they only apply to one current opportunity, they need to be broadened. If they are so general that they do not cause some hard thinking, they need to be more specific.

The chart that follows includes suggested criteria and examples to help you get started, but you should adapt it to meet your needs. For each general criterion, there is space to add specific details for your organization.

Criteria	Example	Your specific criteria	How this new opportunity compares to other options	How this new opportunity compares to other options
			Option 1:	Option 2:



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<p>Feasibility: This opportunity is one that your organization could undertake successfully with current capacity/resources, or for which resources can be readily obtained.</p>	<p><i>The opportunity has a sufficient funding or revenue stream to support it.</i></p>			
<p>Opportunity Cost (Better than Other Options): Pursuing this opportunity won't negatively affect other priorities. The other options are inferior.</p>	<p><i>The opportunity is synergistic with our high priority programs, including HIV prevention.</i></p>			
<p>Leverages/Sustains Organizational Strengths: Builds on/supports identified competitive advantages and/or allows opportunities to further develop them.</p>	<p><i>The opportunity helps us expand our HIV-related skills into new aspects of HIV prevention and care, or related services.</i></p>			



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Organization-Specific Criteria: This should relate to a unique aspect of your mission or organizational approach.	<i>Pursuing the opportunity will allow us to deepen our relationship with our client base.</i>			
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