



# New program worksheet

Want to add a new program? Jump start the planning process and build buy-in by asking your team members these questions.

1. Why would we want to launch this program? \_\_\_\_\_  
\_\_\_\_\_
2. Does it fit in with our practice's mission statement? \_\_\_\_\_  
\_\_\_\_\_
3. What services will we include in this program? \_\_\_\_\_  
\_\_\_\_\_
4. What supplies and equipment will we need? \_\_\_\_\_  
\_\_\_\_\_
5. How will we finance the program? \_\_\_\_\_  
\_\_\_\_\_
6. What will we charge clients for services? \_\_\_\_\_  
\_\_\_\_\_
7. What team training and continuing education will we need? \_\_\_\_\_  
\_\_\_\_\_
8. Who will lead the program? \_\_\_\_\_  
\_\_\_\_\_
9. Where will we deliver services? \_\_\_\_\_  
\_\_\_\_\_
10. How and how often will we follow up with clients? \_\_\_\_\_  
\_\_\_\_\_
11. What forms and handouts do we need? \_\_\_\_\_  
\_\_\_\_\_
12. Will we accept referrals from other clinics? How will we handle them? \_\_\_\_\_  
\_\_\_\_\_
13. How will we let others know we are offering this service? \_\_\_\_\_  
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