



Massachusetts Service Alliance

AmeriCorps Systems Worksheet



* This worksheet is not designed for monitoring purposes. It is intended to serve as a technical assistance tool to help programs and the Alliance identify and/or improve the modus operandi of program operations, assist in leadership transitions, detect areas for continuous improvement, and document best practices.

Objective <i>What is the overall goal of this system?</i>	
Mode <i>Describe step by step how the objective will be met.</i>	
Frequency <i>How often and when will the steps be taken?</i>	
Distribution <i>Who will need to receive a copy of this system or information about this system?</i>	
Person responsible <i>Who is responsible for the objective being met? Who is secondarily responsible? Who is responsible for each of the steps?</i>	
Logistics <i>Any specific details that need to be considered in order to meet the objective.</i>	