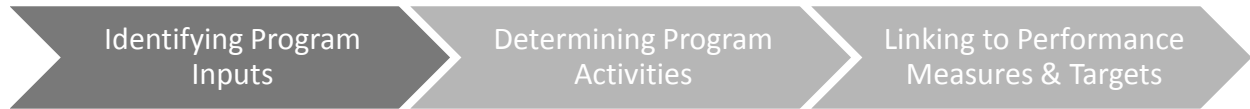


SAMPLE Determining Program Elements Template (STEP 3)



By now the needs of your target population should have been assessed and goals and objectives specified. The time has come to determine what program activities should be implemented and the resources required for implementation. This is where your program takes shape. It builds upon previous decisions about what you want to accomplish, and asks you to decide how you will achieve your objectives.

Program Inputs	Key Questions to Consider
***SHOULD WE INCLUDE AN EXAMPLE FOR EACH SECTION???* **	<ol style="list-style-type: none"> 1. How much time/effort/resources will be required? (money, facilities, clients, program staff, equipment, etc.) 2. Do you have the staff with appropriate credentials and experience, and commitment to the program? 3. What are the roles, responsibilities, and expectations of staff delivering the program? 4. Are there other stakeholder who should be involved in the program? 5. Are there opportunities for collaboration?
Program Activities	Key Question to Consider
EXAMPLE	<ol style="list-style-type: none"> 1. What activities, interventions or work will achieve the desired objective(s)? 2. When and where will the program be delivered?
Linking to Performance Measures & Targets	Key Question to Consider
EXAMPLE	<ol style="list-style-type: none"> 1. What meaningful metrics will you use to monitor the success of the program? 2. Do you have access to the information needed to measure the objectives? 3. Have you identified: <ul style="list-style-type: none"> - what you will measure? - where the data is available? - any limitations on accessibility? - concerns about reliability? - any concerns about validity? 4. What is the target you are trying to achieve? Is this based on historical or outside data sources?

BUILD A LOGIC MODEL

LOGIC MODEL							
Program Description	Target Population	SMART Objectives	Resources / Inputs	Activities	Outputs	Outcomes	Impact / Goals