

Directions:

Fill in each box with information from your agency/program.

1. SITUATION: circumstances that led to program implementation
 - a. Examples – Increased number of homeless children, lack of affordable housing, large number of families in a short term financial crisis, or need of transitional housing program
2. PRIORITIES: aspects of the program that merit more attention before competing alternatives
 - a. Examples – rules of grant, safety of clients, or mission of the program
3. INPUTS: resources, contributions, investments that go into the program
 - a. Examples – staff, time, money, expertise
4. OUTPUTS: activities, services, events, and products that reach people who participate or are targeted
 - a. Examples of “What we do” – different programs, volunteer hours, hours programs are available, or advocacy efforts
 - b. Examples of “Who we reach” – number of men, women, veterans served, education level of clients, ages of clients, or family size
5. OUTCOMES: results or changes for individuals, groups, communities, organizations or systems
 - a. Examples of Short Term – pre/post test results, program attendance, client surveys
 - b. Examples of Medium Term – program completion rates, employment rates, percent staying in their home for a certain amount of time
 - c. Examples of Long Term – return rate or clients, percent staying in home for long period of time, comparisons to “best-practices” model
6. ASSUMPTIONS: the beliefs you have about the program, the people involved, and the context and the way we think the program will work
 - a. Examples – a level of honesty from clients, assistance will keep clients in home, program model is the best model
7. EXTERNAL FACTORS: the environment in which the program exists includes a variety of external factors that interact with and influence the program action
 - a. Examples – lack of public transportation, lack of staff or funds, or quality of jobs

