

Worksheets

Worksheet 1: Writing Your Own Project Objectives

Worksheet 2: Program Work Plan

Worksheet 3: Writing Research Questions

Worksheet 4: Evaluation Planning

Worksheet 5: Data Collection Planning

Worksheet 1: Writing Your Own Project Objectives *(copy one or more pages for each goal)*

Instructions: Begin this worksheet by establishing a goal for your program. Next develop two process and two outcome objectives for your program. Make sure each objective is a SMART objective. Also, make sure each objective moves you toward your stated goal. If you have more than two process or outcome objectives for your program, make additional copies of this page.

⇒ **Remember**

- Process objectives answer the questions: In order to reach the program goal, who needs to do what, with whom, and when is it to be done?
- Outcome objectives answer the questions: What effect do we hope the program will have? Or, what do we hope will be the results of this project?

Program Goal:

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Process Objective 1:

	<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> A <input type="checkbox"/> R <input type="checkbox"/> T
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Process Objective 2:

	<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> A <input type="checkbox"/> R <input type="checkbox"/> T
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Outcome Objective 1:

	<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> A <input type="checkbox"/> R <input type="checkbox"/> T
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Outcome Objective 2:

	<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> A <input type="checkbox"/> R <input type="checkbox"/> T
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Worksheet 2: Program Work Plan

Instructions: After developing your program goals, objectives and activities use this worksheet to organize them in a timeline. List objectives and activities on the left column and add expected completion dates for each objective and activity in the right column on the right.

Program Name:

Program Goal(s):

A. Process Objectives:

Completion Date

B. Outcome Objectives:

Key Program Activities:

Instructions: Write process and outcome objectives from the objectives you developed on *Worksheet 1* in the boxes below, and write at least four research questions for each objective. Use the box on page 10 to make sure your research questions are appropriate for the type of objective (process or outcome). Make additional copies of this page for additional objectives.

Process Objective

1.

2.

3.

4.

Outcome Objective

1.

2.

3.

4.

⇒ After completing this Worksheet, use Worksheet 4 to record the research questions you would like your evaluation to answer.