Program Planning Exercise

Only 20% of your time will be spent writing and packaging the proposal. The other 80% of your time will be spent developing and planning your program. The more work you put into planning the program, the easier it will be to write the proposal.

Project: ____________________________________________

**Need Statement**

What is the need?

Who?

Where?

Why?

What evidence do you have of the problem?
Goals and Objectives

Goal: ____________________________________________

Objective 1: ____________________________________________

What is the direction of change? What will be the degree of change? What is the time frame?

Objective 2: ____________________________________________

What is the direction of change? What will be the degree of change? What is the time frame?
**Methods**

<table>
<thead>
<tr>
<th>How? (each task)</th>
<th>Personnel/Resources?</th>
<th>Timeframe?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Evaluation**

What will you measure and when?

How will you determine the baseline?

How will you measure the goals/objectives?
Budget

List personnel needed:

List equipment needed:

List supplies:

Other resources:

This project has been funded in whole or in part with Federal funds from the National Library of Medicine (NLM), National Institutes of Health (NIH), under cooperative agreement No. UG4LM012340 with the University of Maryland, Baltimore. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.

Last reviewed: November 9, 2020