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

How? (each task)	Personnel/Resources?	Timeframe?

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:

Last reviewed: November 9, 2020