

Checklist for Booklet Two *Including Evaluation in Outreach Project Planning*

Step One	Develop an Outcomes-Based Project Plan
<input type="checkbox"/>	Develop a logic model to show how your planned work (resources, activities, and outputs) will lead to your intended results (short-term and long-term outcomes).
<input type="checkbox"/>	List your assumptions underlying your logic model.
<input type="checkbox"/>	Identify the positive influences that will support your project and the negative influences that may pose barriers.
Step Two	Develop an Outcomes Assessment Plan
<input type="checkbox"/>	Identify indicators for each short-term and long-term outcome on your logic model (indicators are observable behaviors, like responses to a survey question or performance on a quiz).
<input type="checkbox"/>	For each indicator, write an objective that includes a target (criterion for success) and a timeframe for achieving that target.
<input type="checkbox"/>	Establish where you will collect information about the indicators (e.g., among participants or from documents such as attendance records), how you will collect it (survey, interview, document review) and when (before and after the training session; one month after the training session).
Step Three	Develop a Pre-Project Assessment Plan
<input type="checkbox"/>	Look at your logic model and determine what pre-program assessment information you must collect to: -Test the assumptions and confirm the influences in your logic model -Assess the resources identified in your logic model -Understand the different groups you will be addressing in your outreach efforts.
<input type="checkbox"/>	Revisit your community assessment data to see if some of that information answers your questions.
<input type="checkbox"/>	Design methods for collecting the pre-program assessment not provided in the community assessment information.
Step Four	Develop a Process Assessment Plan
<input type="checkbox"/>	Trace how closely your project is being implemented according to the plan and how well you have achieved your deliverables listed in the output column.
<input type="checkbox"/>	Investigate the quality of your project, such as participant training session evaluation forms or focus groups with trainers.