

### How to Use a Logic Model at Different Stages of Your Project

Phase	Benefits	Who should be involved
Proposal stage	<ul style="list-style-type: none"> <li>• Allows the proposal writers to plan thoroughly</li> <li>• Helps the writers anticipate funders' questions and prepare answers for inclusion in the proposal</li> <li>• Provides a structure for writing the proposal</li> </ul>	<ul style="list-style-type: none"> <li>• Principal investigator</li> <li>• Project implementers</li> <li>• Evaluation specialist</li> </ul>
Planning Stage	<ul style="list-style-type: none"> <li>• Brings all stakeholders into the planning process</li> <li>• Builds relationships between outreach and CBO staff</li> <li>• Allows different stakeholder groups to consider assumptions and identify potential barriers</li> <li>• Helps outreach staff find ways to integrate into the CBO services and projects</li> <li>• Provides a benchmark plan against which progress can be evaluated</li> </ul>	<p>Representatives from the following stakeholder groups:</p> <ul style="list-style-type: none"> <li>• All partners on the outreach team</li> </ul> <p>And if possible,</p> <ul style="list-style-type: none"> <li>• Agency staff and volunteers</li> <li>• Clients</li> <li>• Evaluation consultant</li> <li>• Advisory committee, if one exists</li> <li>• Funders</li> </ul>
Implementation stage	<ul style="list-style-type: none"> <li>• Allows group to check actual project progress against the plan.</li> <li>• Provides convenient method for updating new team members</li> <li>• Allows group to re-examine assumptions and influences and revise plan</li> <li>• Allows alterations in short- and long-term outcomes based on actual implementation</li> </ul> <p><i>Note: Good timing for this review might be quarterly or whenever reports are due to a funding agency.</i></p>	<ul style="list-style-type: none"> <li>• Outreach team</li> <li>• CBO partners (anyone involved in project)</li> <li>• Advisory committee, if one exists</li> </ul>
Reporting stage	<p>Provides a structure for reporting evaluation data</p> <ul style="list-style-type: none"> <li>• Compare actual implementation against plan</li> <li>• Report evidence of outcome achievement</li> <li>• Add unexpected outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Outreach team</li> <li>• Evaluation consultant</li> </ul> <p><i>Note: Feedback about final report should be obtained from CBO partners and, if possible, participants</i></p>