

# ILEAD USA

## Project Planning: Part 1

### Worksheet



Developed from the New York State Library's Outcome-Based Evaluation Plan (Logic Model)

<b>Date:</b>	
<b>Team Name:</b>	<b>Team Member Completing Worksheet:</b>
<b>Project Name:</b>	

### Step #1: Assumptions

*Let's brainstorm! Exploring the target audience's need, proposed solution, and desired results.*

<p><b>Need:</b> <i>A need identified among a group of individuals based on their common characteristics (this group is referred to as the target audience)</i></p>	<p><b>Key Questions:</b></p> <ol style="list-style-type: none"><li>1. Have you clearly defined your target audience? <input type="checkbox"/></li><li>2. Have you thoroughly researched the need described? Do you have data to support? <input type="checkbox"/></li></ol> <p><b>Supporting data:</b></p> <p><b>If more research needs to be done, briefly describe here:</b></p>          <ol style="list-style-type: none"><li>3. Have you identified a community resource person (or target audience representative) to assist with project planning? <input type="checkbox"/></li></ol> <p><b>Name and reason for selecting this person:</b></p>
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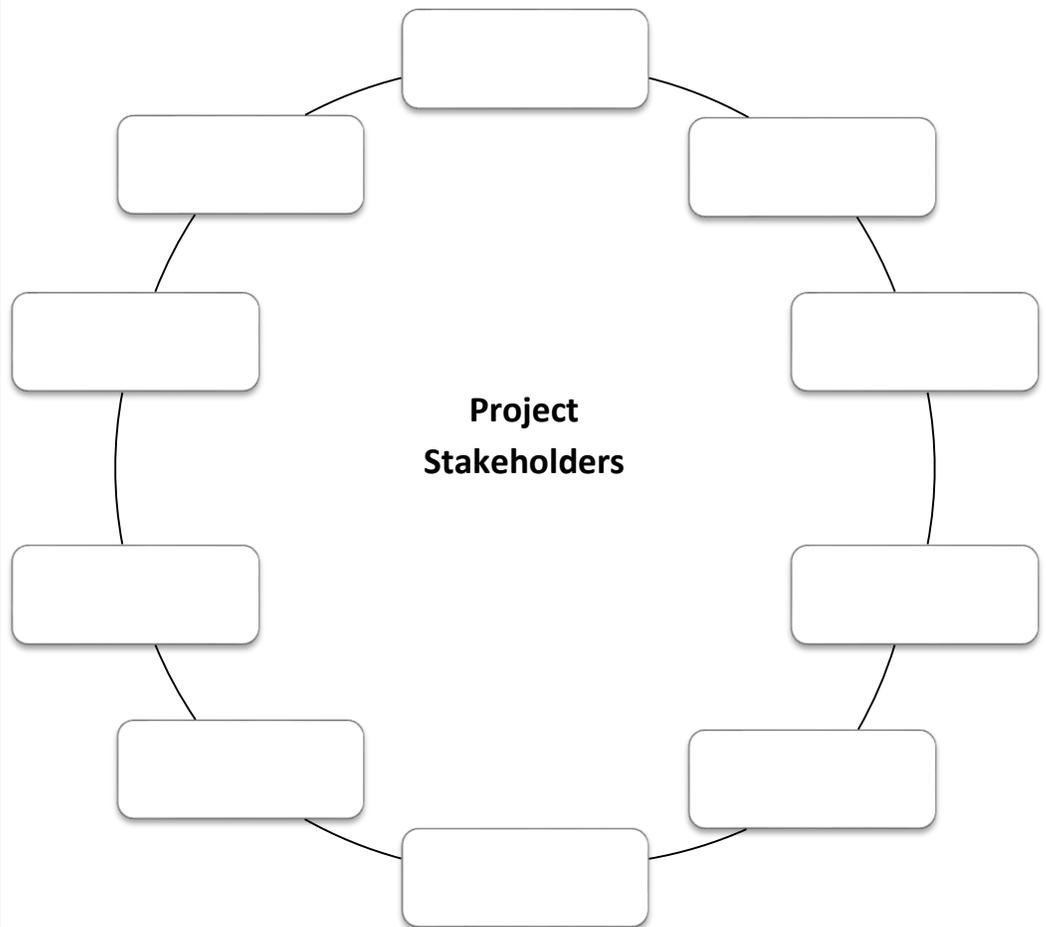
**Solution:**

*A program that will address the need (by changing or improving skills, knowledge, attitudes, behaviors, status, or life condition)*

**Key Questions:**

1. Does your program directly address the need? Will it change or improve the target audience in some way?
2. Is it realistic? Is it feasible with the resources available?   
**If additional resources will be needed, briefly describe here:**
3. Does it fit with the missions of your libraries and/or library systems?
4. Have you considered all stakeholders (key entities that help define the program or to whom the program will report results)?

**Fill in your stakeholders:**



<p><b>Desired Results:</b> <i>The change or improvement you intend to achieve</i></p>	<p><b>Key Questions:</b></p> <ol style="list-style-type: none"><li>1. Do your desired results specifically describe a change or improvement in the target audience, as a result of your program? <input type="checkbox"/></li><li>2. Are they realistic and predictable? <input type="checkbox"/></li><li>3. Are they measurable? <input type="checkbox"/></li></ol>
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### Step #2: Program Purpose Statement

*Putting it together! Writing one statement to describe your project.*

<p><b>Who does what?</b> <i>Activities and services of your program</i></p>
<p><b>For whom?</b> <i>Your target audience</i></p>
<p><b>For what outcomes?</b> <i>Results in terms of changes or improvements in the target audience (skills, knowledge, attitudes, behaviors, status, or life condition)</i></p>