

### Worksheet 3.1

## Writing Measurable Goals and Objectives

#### Directions:

1. Identify the outcomes/impacts you wish to achieve.
2. Identify each element of your goal and objective (A, B, C, D, & E).
3. Formulate the goal and objective statements using each of the necessary elements.

**GOAL**—The longer-term, global impact(s) you wish to achieve

Identify the elements:

A Audience is...

B Behavior to be changed is ...

C Condition(s) under which change will occur is (are)...

D Degree of change expected is...

E Evidence of change is...

**Goal Statement:**

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**OBJECTIVES**—The more immediate, direct outcomes you wish to achieve

**Identify the elements:**

A Audience is...

B Behavior to be changed is ...

C Condition(s) under which change will occur is(are)...

D Degree of change expected is...

E Evidence of change is...

**Objective Statement(s):**

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Worksheet 3.2

**Logic Model Development**

Conditions	Inputs	Activities	Outputs	Outcomes	Impacts

**Context:**

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**Worksheet 3.3**

**Measurement Model Development**

<b>Indicators</b>	<b>Measure(s)</b>	<b>Data Collection Method(s)</b>
<b>Impacts</b>		
<b>Outcomes</b>		

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<b>Indicators</b>	<b>Measure(s)</b>	<b>Data Collection Method(s)</b>
<b>Outputs</b>		
<b>Activities</b>		

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**Worksheet 3.3 (continued)**

<b>Indicators</b>	<b>Measure(s)</b>	<b>Data Collection Method(s)</b>
<b>Inputs</b>		
<b>Context</b>		

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**Worksheet 4.1**

**Evaluation Plan, Part I**

<b>Program to be Evaluated (brief description):</b>		
<b>Questions to be Addressed</b>	<b>Type of Evaluation Needed</b>	<b>Type of Evaluation Design Needed</b>
1.		
2.		
3.		
4.		
5.		

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Worksheet 4.2

**Evaluation Plan, Part II**

Indicator Type (inputs, activities, outcomes, etc.)	Data Source* (Where will we get this information?)	Method (How will we gather the information?)*	Sample (Will we collect the data from a sample or an entire population?)*	Timeline (When will the data be collected? Pre, Post, Follow-up (specify time))*	Data Collection Method/Instrument (Do we need to create an instrument or do instruments already exist?)*
<i>Program activities (operations, roles/responsibilities, service provision)</i>	<i>Program director Program staff</i>	<i>Document review Interviews</i>	<i>Entire population</i>	<i>Pre and Post</i>	<i>Create document review guide, program director interview guide, and staff interview guide</i>

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<b>Indicator Type (inputs, activities, outcomes, etc.)</b>	<b>Data Source* (Where will we get this information?)</b>	<b>Method (How will we gather the information?)*</b>	<b>Sample (Will we collect the data from a sample or an entire population?)*</b>	<b>Timeline (When will the data be collected? Pre, Post, Follow-up (specify time))*</b>	<b>Data Collection Method/Instrument (Do we need to create an instrument or do instruments already exist?)*</b>

\* Note there may be multiple responses for each indicator type.

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**Worksheet 5.1**

**Evaluation Plan, Part III**

<b>Questions to be Addressed (from Part I)</b>	<b>Type of Analysis</b>	<b>Anticipated Results (what will the analysis tell us?)</b>	<b>Analyst Needed? (Do you need assistance from an outside analyst?)</b>
1.			
2.			
3.			
4.			
5.			

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**Worksheet 6.1**

**Evaluation Plan, Part IV**

<b>Target Audience</b>	<b>Purpose/Use of Results</b>	<b>Dissemination Medium</b>

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