Program Description

Need: What is the **need** that is being met through your program?

Target Group: Who are the **people** that the program has targeted to serve?

Goals and objectives: What is the main goal of your program? List the supporting objectives that will indicate that you have achieved your goal.

Inputs: What are the **resources** that are needed to run the program and activities effectively?

Activities: What are the **activities** the program uses to bring about change? Activities may include processes, events, projects, or other actions.

Outputs: What are the **direct or immediate results or products** (outputs) created by the successful completion of the activities?

Outcomes: Outcomes tell what happened as a result of the program. What are the **outcomes** or changes to the participants that should or did result from the program's implementation?

External Factors: What **external factors** impact the program's implementation? External factors are variables outside of the program that interact with and influence the program action.

Stage of Development: What is the **current stage of development**? (Information about stages of development is available in Stage 1 of this Toolkit.)