Forms Appendix

This Appendix provides the worksheet templates and checklists for exercises 1-5:

Logic Model Development Program Planning and Implementation

Exercises 1 and 2 Template

Exercise 1 Checklist

Exercise 2 Checklist

Theory of Change Logic Model Development Planning

Exercise 3 Template

Exercise 3 Checklist

Logic Model Development Evaluation and Indicators Development

Exercise 4 Template

Exercise 4 Checklist

Exercise 5

Exercise 5 Checklist

FORMS APPENDIX

Logic Model Development Program Implementation Template – Exercise 1 & 2

RESOURCES	ACTIVITIES	OUTPUTS	SHORT & LONG-TERM OUTCOMES	IMPACT
In order to accomplish our set of activities we will need the following:	*In order to address our problem or asset we will accomplish the following activities:*	*We expect that once accomplished these activities will produce the following evidence or service delivery:*	*We expect that if accomplished these activities will lead to the following changes in 1-3 then 4-6 years:*	*We expect that if accomplished these activities will lead to the following changes in 7-10 years:*

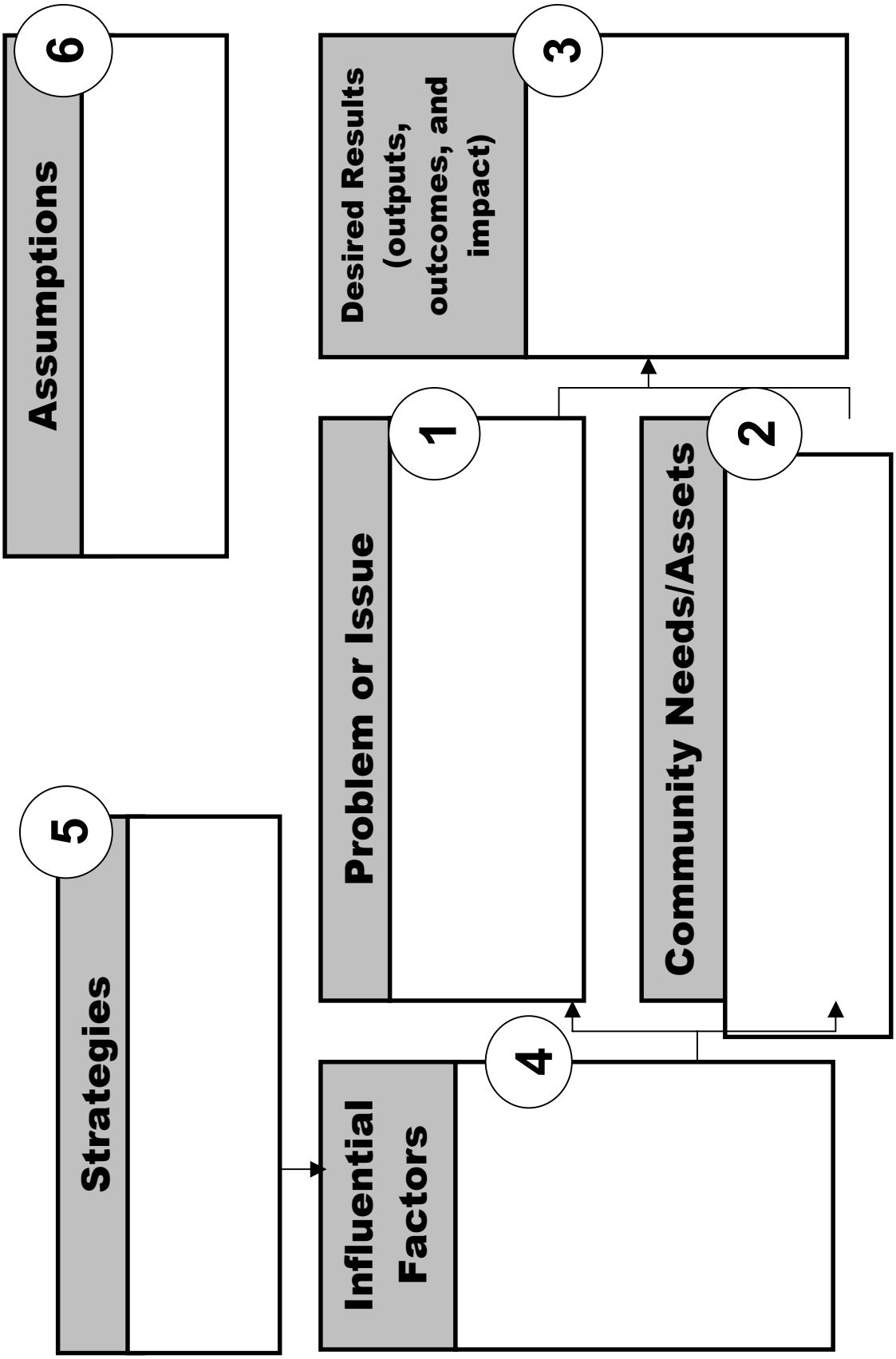
Exercise 1 Checklist

Progress Toward Results Quality Criteria – 1		Yes	Not Yet	Comments Revisions
1.	A variety of audiences have been considered when specifying believable outputs, outcomes, and impacts (i.e., clients, funders, staff).	☐	☐	
2.	Target participants and/or partners are described and quantified as outputs (e.g. In Year One, 100 physicians from 10 specialties will volunteer for the clinic).	☐	☐	
3.	The listed events, products, or services are described as outputs in terms of a treatment or dose (e.g. 5 doctors and 4 nurses will staff three clinics/week. Four medical supply companies will donate medical supplies in Year One. 2000 brochures will be distributed through 4 Emergency Rooms. 500 patients will be screened, qualified and enrolled in Year One).	☐	☐	
4.	The intensity of the intervention or treatment is appropriate for the type of participant targeted (e.g. higher risk participants warrant higher intensities).	☐	☐	
5.	The duration of the intervention or treatment is appropriate for the type of participant targeted (e.g. higher risk participants warrant longer duration).	☐	☐	
6.	Program outcomes reflect reasonable, progressive steps that participants can make toward longer-term results.	☐	☐	
7.	Outcomes address the awareness, attitudes, perceptions, knowledge, skills, and/ or behavior of participants.	☐	☐	
8.	Outcomes are within the scope of the program's control or reasonable sphere of influence.	☐	☐	
9.	It seems fair or reasonable to hold the program accountable for the outcomes specified.	☐	☐	
10.	The outcomes are SMART--Specific, Measurable, Action-oriented, Realistic, and Timed.	☐	☐	
11.	The outcomes are written as change statements (e.g. things increase, decrease, or stay the same).	☐	☐	
12.	The outcomes are achievable within the funding and reporting periods specified.	☐	☐	
13.	The impact, as specified, is not beyond the scope of the program to achieve.	☐	☐	

Exercise 2 Checklist

Theory into Action Quality Criteria		Yes	Not Yet	Comments/Revisions
1.	Major activities needed to implement the program are listed.	☐	☐	
2.	Activities are clearly connected to the specified program theory.	☐	☐	
3.	Major resources needed to implement the program are listed.	☐	☐	
4.	Resources match the type of program.	☐	☐	
5.	All activities have sufficient and appropriate resources.	☐	☐	

Logic Model Development
Program Planning Template – Exercise 3



Exercise 3 Checklist

Exercise Three Checklist		Yes	Not Yet	Comments/Revisions
1.	The problem(s) to be solved/or issue(s) to be addressed by the planned program is/are clearly stated.	☐	☐	
2.	There is a specific, clear connection between the identified community needs/assets and the problem(s) to be solved (or issue(s) to be addressed).	☐	☐	
3.	The breadth of community needs/assets has been identified by expert/practitioner wisdom, a needs assessment and/or asset mapping process.	☐	☐	
4.	The desired results/changes in the community and/or vision for the future ultimately sought by program developers are specific.	☐	☐	
5.	Influential factors have been identified and cited from expert/practitioner wisdom or a literature review.	☐	☐	
6.	Change strategies are identified and cited from expert/practitioner wisdom or literature review.	☐	☐	
7.	The connection among known influential factors and broad change strategies has been identified.	☐	☐	
8.	The assumptions held for how and why identified change strategies should work in the community are clear.	☐	☐	
9.	There is consensus among stakeholders that the model accurately describes the proposed program and its intended results.	☐	☐	

Logic Model Development Evaluation Planning Template – Exercise 4

Evaluation Focus Area	Audience	Question	Use

Exercise 4 Checklist

Posing Questions Quality Criteria		Yes	Not Yet	Comments Revisions
1.	A variety of audiences are taken into consideration when specifying questions.	☐	☐	
2.	Questions selected are those with the highest priority.	☐	☐	
3.	Each question chosen gathers useful information.	☐	☐	
4.	Each question asks only one question (i.e. "extent of X, Y, and Z is not appropriate).	☐	☐	
5.	It is clear how the question relates to the program's logic model.	☐	☐	
6.	The questions are specific about what information is needed.	☐	☐	
7.	Questions capture "lessons learned" about your work along the way.	☐	☐	
8.	Questions capture "lessons learned" about your program theory along the way.	☐	☐	

Logic Model Development. Indicators Development Template – Exercise 5

Focus Area	Question	Indicators	Technical Assistance Needed

Exercise 5 Checklist

Establishing Indicators Quality Criteria		Yes	Not Yet	Comments Revisions
1.	The focus areas reflect the questions asked by a variety of audiences. Indicators respond to the identified focus areas and questions.	☐	☐	
2.	Indicators are SMART--Specific, Measurable, Action-oriented, Realistic, and Timed.	☐	☐	
3.	The cost of collecting data on the indicators is within the evaluation budget.	☐	☐	
4.	Source of data is known.	☐	☐	
5.	It is clear what data collection, management, and analysis strategies will be most appropriate for each indicator.	☐	☐	
6.	Strategies and required technical assistance have been identified and are within the evaluation budget for the program.	☐	☐	
7.	The technical assistance needed is available.	☐	☐	