

**1. Identify Issues and Document Needs**

*What is the problem I want to address and who is my audience?* Define problem and target audience using needs assessments, surveys, literature searches, focus groups, clientele requests, county program review, expansion and review committee, advisory groups, national, state, and local initiatives. Ensure programs have sound disciplinary and research grounding. **(T2, EP1, EP3)**

**2a. Develop Outcome Objectives**

*What changes do I want to see in my audience as a result of my program?* Develop specific, measurable outcome objectives for each audience. Depending upon program, identify short, medium, and long term objectives. **(EP1)**

**2b. Identify and Obtain Resources**

*What inputs (resources) will I need?* Identify human-time (advisory groups, paid staff, volunteers, collaborators, partners), material (curriculum, supplies, equipment, in-kind support, material gifts), and financial resources (Extension budgets, grants, monetary donations) needed to accomplish outcome objectives. **(T2, EP1, EP6)**

**3a. Plan Program (Process Objectives)**

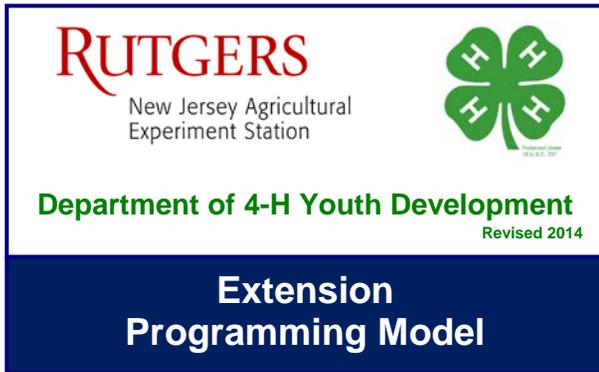
*What kind of program will I deliver to facilitate change in target audience?* Develop measurable process objectives (or outputs) to accomplish outcomes (see examples in 3b). Identify delivery methods: educational programs, training workshops, websites, webinars, etc. Develop materials to implement program: curriculum, fact sheets, audio-visuals, electronic media, newsletters, etc. **(T3, T4, EP3, EP4)**

**3b. Plan Evaluation**

*How will I know if my program succeeded?* Identify benchmarks or success indicators for each outcome and process objective. Identify/develop data collection methods and/or instruments: teaching evaluation forms, end-of-program evaluation tools, standardized tests, participant and parent post-program surveys, pre/post tests. Pilot test new programs and/or curriculum. Plan data analysis. Review IRB requirements. **(T1, EP2, EP3)**

**8. Attain Recognition**

*How do I obtain recognition for my work?* Promote your program's success through professional awards from peers, Land Grant/Extension and other organizations at local, state and national level. Identify monetary awards and document sustainability of your programs. Share your knowledge with other professionals through appointment to notable boards and committees; requests to share expertise with government bodies, organizations, businesses, committees, coalitions, etc. **(T5, EP6, EP8, S1, S2, S3, S4, S5)**



**4. Implement Program and Evaluation Plans**

Deliver program and collect participation and evaluation data. Review data to make program corrections if needed. **(T1, T2, EP1, EP2)**

**7. Demonstrate Impact on Profession**

*How do I demonstrate impact on my profession?* Share results, best practices, program success, lessons learned via presentations and posters at professional meetings, articles in Journal of Extension and other refereed and trade journals, and published abstracts. Document requests for and use of program materials by other youth development professionals. Accept leadership in professional groups. **(EP2, EP4, S1)**

**6. Report Results**

*What do I do with my documented results?* Report results to appropriate administrative and funding entities: state, local and national 4-H and Extension accomplishment reports; program impact reports; national Programs of Distinction, annual reports, statistical reports; grant reports; clientele and policymakers. **(T1, T2, EP2, EP3, EP4)**

**5. Analyze Data and Document Impact**

*What do I do with the data I collected?* Record data using appropriate tool (spreadsheet, word processor, statistical software, etc.). Analyze data as planned. Interpret results based upon outcome objectives and process objectives. Assess which program elements were successful and where improvements are needed. Prepare narrative and tables to reflect positive results. Develop PowerPoint presentations. **(T1, T2, EP2, EP3)**