**Project and Evaluation Plan Example**

*Please note this example template should not be used in submission of an application. The template may be modified based on the request for proposals (RFP).*

**Project Evaluation Plan Guidance**

The project plan is intended to capture a time-based roadmap of the proposed project. The plan is both a guide for the work of the project and a means by which to monitor progress toward stated goals and objectives. The project plan should complement the project narrative description.

Please complete the project plan in the format provided in the example below.
The completed project plan table should capture:

**(A) Goal.** The goal(s) is a “big picture” statement that summarizes the project’s purpose and is often broad and

ambitious. The timetable to achieve a long term goal usually extends beyond the scope of an individual project.

**(B)** **Objectives.** The objectives outline what the project hopes to accomplish to achieve the goal(s).

**(C)** **Timeframe.** The timeframe is the date ranges in which the activities and objectives will be completed. The project should be broken up into manageable phases based on the duration of the project.

**(D)** **Activities.** Activities are the specific actions that will be performed within each timeframe to help achieve the outcomes.

**(E)** **Key Participants and Inputs.** Key participants and inputs identify the person(s) who is responsible for completing the activities, along with contractors/vendors and any partner agencies that will contribute to the project.

**(F)** **Outcomes.** Outcomes are the short-term measurable effects to be achieved within each timeframe of the project. Outcomes should document how the project will obtain achievement of your objective(s).

For more information on the difference between goals, objectives, and outcomes, please reference the Colorado Nonprofit Association’s article: <http://www.coloradononprofits.org/what-is-the-difference-between-an-objective-goal-and-outcome/>

The following page provides a **sample** completed project plan.

**Project Plan Example**

**Project Start Date: 1/1/2015 Project End Date: 5/31/2017**

Date of last project plan revision: 10/1/2014

Name of project plan author(s): Jane Doe, Executive Director

1. **Goal:** *What is the long term goal that the project will impact?* Improved health outcomes and academic performance for students in ABC school district.
2. **Objective(s):** *Within the timeframe of the project, what does the project hope to accomplish?* Within two years, all students will be offered a minimum of 30 minutes of physical activity during the school day.

Note: Objectives are measurable, tangible, time specific and achievable in the time between when the grant is awarded and when the funding period ends. When developing the project objectives, be sure there is an easy method to collect and analyze the data required to demonstrate the project’s impact and success against the project objectives. There can be multiple objectives for one goal. Objectives should be specific to the outcomes the project plans to achieve in each phase.

| 1. **Timeframe.**

*Break the project into quarterly or more frequent phases and indicate the date ranges for each phase.* | 1. **Activities.**

*Describe the activities the project plans to complete in each time-bound phase, in order to achieve the desired outcomes.* | 1. **Key Participants and Inputs.**

*Describe the person(s) who is responsible for each of the activities you outlined. Include partner organizations and contractors.*  | 1. **Outcomes.**

*Describe the measurable outcome(s) each phase will accomplish.*  |
| --- | --- | --- | --- |
| 1/1/2015-3/30/2015 (Q1, Year 1) | Develop and tailor evidence-based curriculum for teacher professional development on how to incorporate movement into the classroom. Set schedule for 2015 summer and 2015-2016 school year. | School health coordinator will partner with XYZ professional development agencies; curriculum will be documented and tailored for each district based on local needs. | Develop evidence-based, integrated curriculum to increase physical activity in the school setting.  |
| 4/1/2015-6/30/2015 (Q2, Year 1) | Deploy teacher training for teachers responsible for 2015 summer school. | School health coordinator will schedule and offer the professional development with agencies XYZ; all teachers in ABC district will be required to participate. | Increased teacher knowledge and skills to incorporate movement into the classroom.  |
| 7/1/2015-9/30/2015 (Q3, Year 1) | Summer School implementation and evaluation. Evaluate effectiveness of curriculum implemented to date. Refresh curriculum. Deploy education for teachers responsible for grades 1-4 | Teachers will deliver the activity; students will be participants. District evaluator will evaluate effectiveness. School Health Coordinator will update curriculum and offer the professional development with agencies XYZ; all teachers in ABC district will be required to participate. | Increased number of physical activity minutes provided during the school day during summer school. Increased teacher knowledge and skills to incorporate movement into the classroom.  |
| 10/1/2015-12/31/2015 (Q4, Year 1) | Grades 1-4 implementation. Deploy full education for teachers responsible for grades 5-8. Evaluate effectiveness of curriculum implemented to date. Refresh curriculum. | Teachers will deliver the activity; students will be participants. District evaluator will evaluate effectiveness. School Health Coordinator will update curriculum. School health coordinator will offer the professional development with agencies XYZ; all teachers in ABC district will be required to participate. | Increased number of physical activity minutes provided during the school day for grades 1-4. Increased teacher knowledge and skills to incorporate movement into the classroom. Integrate quality improvement practices into learning culture at schools. |

**Project Plan Template**

*Please complete the project plan template below in its entirety, based on the description and example above.*

**Project Start Date: Project End Date:**

Date of last project plan revision:

Name of project plan author(s):

1. **Goal:**

|  |
| --- |
| 1. **Objectives.**
 |
| 1. **Timeframe.**
 | 1. **Activities.**
 | 1. **Key Participants and Inputs.**
 | 1. **Outcomes.**
 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*See next page for the corresponding evaluation narrative to be completed by the applicant.*

 **Project Evaluation Narrative**

Explain plans for how the project will be evaluated. Include how the project will be measured and how progress toward achieving key outcome(s) for each objective from the project plan will be documented. The relationship between the project plan and your evaluation narrative should be easily understood to a reader with little knowledge of the project and/or organization.