**Program Statement Memo**

**Project Assignment Planning Form**

Name

Date

**Instructions:** The program statement memo is where you develop the program model (e.g., logic model; theory of change; Input-Process-Output model). State the topic of the project, the goals and objectives of the project, and identify short-term and intermediate outcomes expected. You should also project your anticipated long-term impact, although there will not likely be enough time during this course to assess or evaluate long-term impact. You will use this model later as your reference in the measurement memo assignment when you specify the research questions, operational definitions, and specific measures that you will use in an evaluation of the program. The program statement memo and the measurement memo that you create later represent critical steps toward the final paper.

**Project topic** (focus of the project and what you will name it; 5 points)

**Describe the target community** (context/audience/stakeholders; 5 points).

**Possibility of the project** (purpose and potential contribution. This section should, at a minimum, address the following two questions: What is the predictable future in this focus area if no action is taken? What is the future that could be in this area if a new possibility is created through this project/program?) (15 points)

**Specific Measurable Results** that will indicate the impact (or serve as indicators) on/for the target community by \_\_\_\_\_\_\_\_\_\_ (End of Project Date). (15 points)

Short-term impact

Intermediate impact

Anticipated Long-term impact

**Milestones for designing the project** (10 points)

By Time 1, \_\_\_\_\_\_\_\_ (date), the specific measurable results anticipated or produced are:

1. \_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_

By Time 2, \_\_\_\_\_\_\_\_ (date), the specific measurable results anticipated or produced are:

1. \_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_