**Program Planning Template**

**Name of Program**:

1. **Rationale (Needs Assessment)**:
   1. What is the purpose of this program and how will it meet your community needs?
   2. Are there synergies or overlap with other groups/organizations (e.g. community groups/partners, school)
2. **Research (Needs Assessment)**:
   1. What documentation supports the need for this program (emerging trends, population demographics, needs assessments)
3. **Budget assessment (Resources Needed)**:
   1. What is the cost to conduct the program (facility rental, travel, instructors, equipment, supplies, food, etc.)
   2. How will expenses be covered? (fundraising, program fees, donations, etc.)
4. **Benefits (Goals and Objectives)**:
   1. Potential benefits of the program and impacts (goals that meet community needs)
5. **Risks (External Factors)**:
   1. Potential risks in program delivery and plan for risk reduction
6. **Program details**:
   1. How will the program be delivered? What are things you might do/strategies you might use?
   2. Who will be involved in teaching the program? (Are there specific skills or certifications that will be needed?)
   3. Facilities and space options for program delivery (appropriate space, location, availability)
   4. Scheduling (best day/time to run, drop-in or registered)
7. **Communication strategies**:
   1. With whom do you need to communicate the program information? (schools, local businesses, churches, parent groups, etc.)
   2. How will the program be promoted? (e.g. on-line, social media, newspaper)
8. **Program Evaluation (Outcomes)**:
   1. What performance indicators will you use to measure success of this program? (what will change)
   2. How will the performance indicators be measured? (program pilot, focus groups, surveys, phone interviews)