

AmeriCorps*VISTA Project Plan Checklist Performance Measurement

Project: _____ Date: _____

*Use this checklist to ensure that all sections of your project plan have been completed. Keep in mind that **you will need to report on the progress of all outputs and outcomes listed in your project plan, including those that are not selected as performance measures.***

Goals		Yes	No	If "No", What To Do Now
A	The goal briefly states what you expect the VISTA members to achieve in relation to the problem identified in the narrative. It should address improvements to organizational capacity or to other beneficiaries over a multi-year period. Does the goal focus on one of these areas? Will a reader understand how the efforts of VISTA members will address the problem?	<input type="checkbox"/>	➔	Ensure that the goal statement addresses this.
B	Does the goal state how many years this multi-year project will cover?	<input type="checkbox"/>	➔	Ensure that the goal statement includes this. <i>Example:</i> <ul style="list-style-type: none"> • This three-year project will implement a new IDA program at four sites...
C	Can this goal be realistically attained within the anticipated life of the VISTA project?	<input type="checkbox"/>	➔	Revise the project goal statement to focus on what can be attained within the anticipated life of the VISTA project (typically three years).
Service Activities: What action steps are needed to accomplish this goal?		Yes	No	If "No", What To Do Now
A	Do the service activities address the project goal?	<input type="checkbox"/>	➔	Reevaluate the goal or the service activities you selected. Ensure that the goal and service activities are aligned with the goal.
B	Is it clear exactly <i>what</i> VISTA members will do to achieve this goal, and <i>how many</i> VISTA members will serve during the program year to which the plan refers in order to achieve the goal?	<input type="checkbox"/>	➔	Describe the main activities of VISTA members to achieve the goal, and how many VISTA members will be involved. <i>Example:</i> Three VISTA members will assist staff and partners to: <ul style="list-style-type: none"> • Develop and pilot test an Individual Development Account (IDA) curriculum. • Conduct community outreach to recruit people to attend IDA workshops.
C	Do the service activities state who (individuals, agencies, organizations, communities) the VISTA members will work with?	<input type="checkbox"/>	➔	Add this information. <i>Example:</i> <ul style="list-style-type: none"> • VISTA members will work with local churches, consumer credit agencies, social service agencies, and community members from targeted neighborhoods.
D	Do the service activities describe where the VISTA members will perform these activities?	<input type="checkbox"/>	➔	Add this information. <i>Example:</i> <ul style="list-style-type: none"> • VISTA members will be placed at Community Economic Development Offices in Anderson, Mt. Baker, Westlake, and Stonestown.

Result Type: Output		Yes	No	If "No", What To Do Now
A	Do the output results refer to products completed or services delivered?	<input type="checkbox"/>	➔	Add this information. <i>Examples:</i> <ul style="list-style-type: none"> • IDA workshop curriculum is developed. • Community outreach meetings are held. • IDA participants are enrolled.
B	Do the anticipated output results <i>flow logically</i> from the project goal and service activities?	<input type="checkbox"/>	➔	Ensure that each output result is something you expect to occur because of the project activities. Ensure that output results contribute to addressing the project goal.
C	Did you enter quarters* to show the Planned Period of Accomplishment?	<input type="checkbox"/>	➔	Add this information (e.g. "Q2-3," Q1-4").
*****If this output <i>is not</i> a performance measure, skip to "Result Type: Intermediate Outcome."*****				
If this output <i>is</i> a performance measure...		Yes	No	If "No", What To Do Now
D	Is the performance measure box checked?	<input type="checkbox"/>	➔	Check the box.
E	Indicator: Does the indicator for this output provide the concrete, measurable evidence you will examine to show you are making progress toward reaching this result?	<input type="checkbox"/>	➔	Add this information. Indicators are items of information that demonstrate progress toward reaching the result. <i>Examples:</i> <ul style="list-style-type: none"> • Number of workshop sessions with complete material (ready for presentation). • Number of outreach meetings held. • Number of participants enrolled in new IDA program.
F	Target: Has a target been identified for this indicator?	<input type="checkbox"/>	➔	Identify the target that you plan to reach this year. <i>Example:</i> <ul style="list-style-type: none"> • 6 workshop sessions (of 12) will have curriculum materials ready by November 1st. • 16 outreach meetings will be held by January 1st. • 160 participants will be enrolled in the IDA program by January 1st.
G	Does the target quantify the products that will be completed or services delivered during the grant year?	<input type="checkbox"/>	➔	Add this information. <i>Examples of quantified outputs:</i> <ul style="list-style-type: none"> • 6 workshop sessions... • 16 outreach meetings... • 160 participants...

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If this output <i>is</i> a performance measure...(cont.)		Yes	No	If "No", What To Do Now
H	Does the target respond to the output statement?	<input type="checkbox"/>	➔	If the target will not tell you whether this result has been achieved, then revise the target to address the result.
I	Is the target reasonable and achievable within the specified timeframe, considering resources, experience, training, and time?	<input type="checkbox"/>	➔	Revise each target to be achievable within the specified timeframe.
J	Instrument: Did you name the specific data collection instrument you will use?	<input type="checkbox"/>	➔	Give the name of the document you will use to collect data. <i>Examples:</i> <ul style="list-style-type: none"> • Workshop Materials Checklist • Outreach Meeting Schedule/Log • IDA Enrollment List
K	Did you describe how you will collect data?	<input type="checkbox"/>	➔	Include a brief description of how data will be collected (who collects it from whom and when/how often). <i>Examples:</i> <ul style="list-style-type: none"> • VISTA members will use Workshop Materials Checklist to track completed curriculum materials on an ongoing basis until materials are complete, as they are approved by the IDA coordinator. • VISTA members will track meeting dates and locations, and the number of attendees on the schedule/log immediately after each meeting. • VISTA members will enroll new participants on an ongoing basis, continually updating the Enrollment List.
Result Type: Intermediate Outcome		Yes	No	If "No", What To Do Now
A	Is it clear what will change (e.g., knowledge, attitudes, skills, conditions), for individuals, systems, programs, institutions, or communities?	<input type="checkbox"/>	➔	Revise the intermediate outcome. <i>Examples:</i> <ul style="list-style-type: none"> • Volunteer instructors increase workshop facilitation skills. • Staff will be skilled in IDA case management.
B	Does the intermediate outcome <i>flow logically</i> from the project goal and activities?	<input type="checkbox"/>	➔	Ensure that the intermediate outcome is something you expect to occur as a result of project activities. Ensure that it relates to the project goal.
C	Did you enter quarters* to show the Planned Period of Accomplishment?	<input type="checkbox"/>	➔	Add this information (e.g. "Q3," Q3-4").

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*****If this intermediate outcome <i>is not</i> a performance measure, skip to “Result Type: End Outcome.”*****				
	If this intermediate outcome <i>is</i> a performance measure...	Yes	No	If "No", What To Do Now
D	Is “(performance measure)” written beside the intermediate outcome you plan to measure this year?	<input type="checkbox"/>	➔	Add this information to identify the intermediate outcome performance measure.
E	Indicators: Does the indicator for this result provide the concrete, measurable evidence you will examine to show you are making progress toward reaching this intermediate outcome?	<input type="checkbox"/>	➔	Add this information. Indicators are items of information that demonstrate progress toward reaching the results. <i>Examples:</i> <ul style="list-style-type: none"> • Percent of volunteer instructors who attain a score of 80 points or better on the IDA training skills assessment. • Percent of staff that receive a satisfactory evaluation on IDA case management.
F	Target: Has a target been identified for this indicator?	<input type="checkbox"/>	➔	Identify the target, or the specific and quantifiable level of change that you want to attain to demonstrate success. <i>Example:</i> <ul style="list-style-type: none"> • 70% of volunteer instructors will attain a score of 80 points or better on the IDA training skills assessment. • 80% of staff will receive a satisfactory evaluation on IDA case management.
G	Does the target state who or what will change by how much over what period of time?	<input type="checkbox"/>	➔	Ensure the target states who or what will change, by how much they will change, and over what period of time. <i>Example:</i> <ul style="list-style-type: none"> • 80% of staff will receive a satisfactory evaluation (80 of 100 points) on IDA case management after working with an experienced mentor for three months.
H	Does the target respond to the intermediate outcome statement?	<input type="checkbox"/>	➔	If the target does not tell you whether this result has been achieved, revise the target to address the intermediate outcome.
I	Is the target reasonable and achievable within the specified timeframe, considering resources, experience, training, and time?	<input type="checkbox"/>	➔	Revise the target to be achievable within the specified timeframe.
J	Instrument: Did you name the specific data collection instrument you will use? How Measured: Did you select the method you will use to measure determine whether the target was accomplished?	<input type="checkbox"/>	➔	Give the name of the document you will use to collect data. <i>Examples:</i> <ul style="list-style-type: none"> • IDA Training Skills Assessment • Case Management Staff Evaluation Form

	If this intermediate outcome <i>is</i> a performance measure... (cont.)	Yes	No	If "No", What To Do Now
K	Did you describe how you will collect data?	<input type="checkbox"/>	➔	Describe how data will be collected (who collects it from whom and when/how often). <i>Examples:</i> <ul style="list-style-type: none"> VISTAs will administer the IDA Training Skills Assessment at the end of the ten training sessions to measure instructors' level of training skill attainment. Experienced caseworkers will assess the progress of mentored staff after three months using the Case Management Staff Evaluation Form.
Result Type: End Outcomes		Yes	No	If "No", What To Do Now
A	Is it clear what will change (e.g., knowledge, attitudes, skills, conditions) for individuals systems, programs, institutions, or communities?	<input type="checkbox"/>	➔	Write an end outcome. <i>Examples:</i> <ul style="list-style-type: none"> Staff implement the IDA program.
B	Does the end outcome <i>flow logically</i> from the project goal and activities?	<input type="checkbox"/>	➔	Ensure that the end outcome is something you expect to occur as a result of the activities. Ensure that it is related to the project goal.
C	Did you enter quarters* to show the Planned Period of Accomplishment?	<input type="checkbox"/>	➔	Add this information (e.g. "Q3," Q3-4").
*****If this end outcome is not a performance measure, skip this section.*****				
	If this end outcome is a performance measure...	Yes	No	If "No", What To Do Now
D	Is "(performance measure)" written beside the end outcome you plan to measure this year?	<input type="checkbox"/>	➔	Add this information to identify the end outcome performance measure
E	Indicators: Does the indicator for this end outcome provide the concrete, measurable evidence you will examine to show you are making progress toward reaching this result?	<input type="checkbox"/>	➔	Add this information. Indicators are items of information that demonstrate progress toward reaching the result. <i>Examples:</i> <ul style="list-style-type: none"> Number of workshops held in the first year. Percent of IDA participants meeting monthly with their assigned caseworker.

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	If this end outcome is a performance measure... (cont.)	Yes	No	If "No", What To Do Now
F	Target: Has a target been identified for this end outcome?	<input type="checkbox"/>	➔	Identify the target, or the specific and quantifiable level of change that you want to attain to demonstrate success. <i>Examples:</i> <ul style="list-style-type: none"> By the end of the first year, 75% of the IDA participants will be meeting with their caseworker at least once a month.
G	Does the target state who or what will change by how much over what period of time?	<input type="checkbox"/>	➔	Provide a target that states who or what will change, by how much they will change, and over what period of time. (See <i>previous example</i>).
H	Does this target respond to the end outcome statement?	<input type="checkbox"/>	➔	If the target does not tell you whether this result has been achieved, revise the target to address the end outcome.
I	Is the target reasonable and achievable within the specified timeframe, considering resources, experience, training, and time?	<input type="checkbox"/>	➔	Revise the target to be achievable within the specified time frame.
J	Instrument: Did you name the specific data collection instrument you will use?	<input type="checkbox"/>	➔	Give the name of the document you will use to collect data. <i>Examples:</i> <ul style="list-style-type: none"> Workshop Schedule and Attendance Log Individual Caseworker-Participant Meeting Log
K	Did you describe how you will collect data?	<input type="checkbox"/>	➔	Describe how data will be collected (who collects it from whom and when/how often). <i>Examples:</i> <ul style="list-style-type: none"> Training facilitators will track attendance at each workshop and record it on the Workshop Schedule and Attendance Log. A VISTA member will enter the information into the database at the end of each month. Caseworkers will be responsible for keeping a log of meeting times and notes for each IDA participant they assist.