Cook County Department of Public Health Project Workplan Template

Applicants must demonstrate that they have considered, and will be prepared to report on, measures that will demonstrate the degree to which the program has been successful. This should be demonstrated through the presentation of clear goals and objectives for the proposed program, as well as defined targeted outcomes. This information should include:

* **Program Mission:** Program Mission should be a short statement that indicates a clear problem and solution to your selected strategy. Use your program mission to guide the creation of your goals, objectives, and outcomes.
* **Realistic Goals:** Goals are high level statements that describe what the project will accomplish. Goals should be related to the problem description and convey the program’s final intended impact that will demonstrate that the problem has been addressed. **Please provide at least (3) goals of the proposed project.**
* **Objectives:** Objectives are the specific steps that will lead to achieving the goal. **Please provide at least (2) objectives for each goal for the proposed object.**
* **Outcomes:** Outcomes are the “achieved” results that demonstrate the degree to which the objectives have been met. Outcomes must be measurable. A successful proposal has outcome measures that are quantitative. For example, an unacceptable outcome would be “Participants will be better prepared for job placement.” This example would be considered unacceptable because there is no quantifiable measure of success that indicates what “better prepared” means. Examples of acceptable outcomes are 1) “Of those participants placed in employment, 75% will retain employment for six months or longer” or 2) 60% of those referred to the program will not be arrested during program participation.” **Please provide at least (2) outcomes for the proposed project.**

Please summarize your program using the Goals, Objectives, and Outcomes Table:

**Program Mission:**

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| **Goal 1:** |
| **Objectives** | **Timeline** | **Outcome** | **Person/Area Responsible** | **Comments** |
| *Define each action step on its own row. Define as many action steps as necessary by adding rows to the table.* | *An expected completion date (month and year) must be defined for each action step.* | *An expected outcome must be defined for each action step.* | *A responsible person must be identified for each action step.* | *Comments are optional.* |
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| **Goal 2:** |
| **Objectives** | **Timeline** | **Outcome** | **Person/Area Responsible** | **Comments** |
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| **Goal 3:** |
| **Objectives** | **Timeline** | **Outcome** | **Person/Area Responsible** | **Comments** |
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| **Goal 4:** |
| **Objectives** | **Timeline** | **Outcome** | **Person/Area Responsible** | **Comments** |
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