



Program Planning and Evaluation for PYD Impact Individual Action Planning Tool

Academy Participants: You are encouraged to complete this planning tool after each academy session to capture strategies that will help you achieve your goals for programming planning and evaluation. Each week, please reflect on your “why”. What are the opportunities for growth in program planning and evaluation in your program? What are your goals after this academy? Then complete the chart for each week.

Step 1: Describe what you hope to achieve in this training? Do you have a specific goal in mind? Is there a current challenge or opportunity you are hoping to address?

Academy Goals:

Step 2: Complete the weekly action plan log. This can include immediate or longer term action steps inspired by what you learned in each session. Writing down clear actions will help you to implement them after the training and form a reference to go back to for future support.

Spark! New Idea	Potential Action Step	Responsible Persons (who would be involved)	Resources (to help me be successful)	Timeframes or Deadlines Potential Barriers	Potential Barriers & Ways to Overcome Them	Potential Impacts

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Step 3: Refine your action plan by reviewing your completed log and reflecting back on the goals you set for this experience. Answer the following questions.

1. Define or redefine your goals and objectives (they may have shifted).
2. Define your action steps (write 2-3 short term action items you can do right away and 1-2 that might take more investment).
3. Define roles and responsibilities (what can you archive and who are collaborators or partners you need to engage).
4. Allocate necessary resources (this includes making time to achieve this work).
5. Establish a timeline and a plan for measuring your work – how will you know if you’ve been successful?