

# Section 6.5 Activities

---

## Activity 6.5.1 Your Objectives Checklist

When preparing your objectives, consider the matters below.

	YES	NO
Have you stated your objectives in quantifiable terms?		
Can your objectives be measured as outcomes, not processes?		
Do your objectives specify the results of an activity?		
Have you identified the long term objective(s) for your program?		
Do your objectives identify the target audience or community being served?		
Are your objectives realistic and capable of being accomplished within the specified timeframe?		
Do your aims and objectives link directly to your need statement?		
Have you identified the objectives of each program area (the program areas are the building blocks that make up the overall program)?		
Have you identified the activity(ies) of each program area?		
Are your objectives inclusive of all relevant groups and individuals in your target population?		
Have you allowed plenty of time to accomplish the objectives?		

Activity 6.5.1 continued over page

**Activity 6.5.1 Your Objectives Checklist (cont.)**

	YES	NO
..... Have you determined how you will measure the change projected in each objective? If an objective cannot be measured, it may need to be changed.		
..... Have you determined how you will know when the objectives are met (performance indicators)?		
..... Have you budgeted for the evaluation (measurement) of your objectives?		
.....		