

Program Quality Checklist

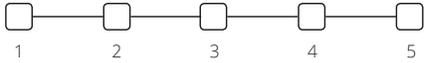
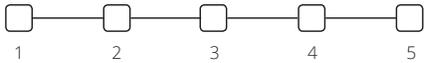
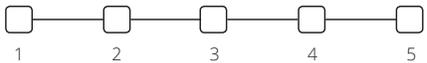
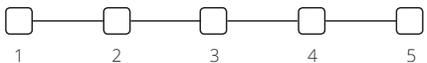
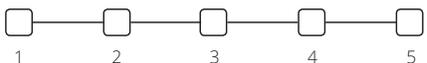
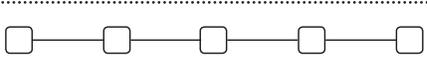
Observations

Score/Comments

<p>1. Roles</p>	<p>Does every member of the team have a job description and know who they are accountable to?</p>	<p> <input type="checkbox"/> — <input type="checkbox"/> — <input type="checkbox"/> — <input type="checkbox"/> — <input type="checkbox"/> 1 2 3 4 5 Comments: </p>
<p>2. Responsibility</p>	<p>Does every team member know what tasks they are responsible for?</p>	<p> <input type="checkbox"/> — <input type="checkbox"/> — <input type="checkbox"/> — <input type="checkbox"/> — <input type="checkbox"/> 1 2 3 4 5 Comments: </p>
<p>3. Time-line</p>	<p>Does every team member know the time-line of their task completion and have deadlines clearly outlined?</p>	<p> <input type="checkbox"/> — <input type="checkbox"/> — <input type="checkbox"/> — <input type="checkbox"/> — <input type="checkbox"/> 1 2 3 4 5 Comments: </p>
<p>4. Performance Indicators</p>	<p>Does everyone on the team know the intended outcomes of the project?</p>	<p> <input type="checkbox"/> — <input type="checkbox"/> — <input type="checkbox"/> — <input type="checkbox"/> — <input type="checkbox"/> 1 2 3 4 5 Comments: </p>

Observations

Score/Comments

5. Reach	Does every member of the team know how many students they are to reach?	 <i>Comments:</i>
6. Capacity	Are all facilitators trained, certified, ready to implement and have the capacity to teach with fidelity and passion?	 <i>Comments:</i>
7. Program Delivery	Does the facilitator come to class prepared, on time and effectively deliver the content with the participation and engagement of the students?	 <i>Comments:</i>
8. Outcomes	Is there a monitoring system to ensure that the project is reaching the intended outcomes?	 <i>Comments:</i>
9. Host Sites	Does the physical host site provide a safe learning environment? (i.e. Are the classrooms calm and well organized, free from clutter or distractions? Are there enough tables and chairs for the participants? Is there air circulation, adequate lighting?)	 <i>Comments:</i>
10. Reviews	Are the participants engaged and captivated by the content of the programming? Are their expectations met?	 <i>Comments:</i>