



Identify the need

1. Describe your department's service area and population.
2. Describe the fire safety issue you intend to address.
3. How did you identify/determine this need?
4. Describe the how you want to impact this issue?

Choose the Intervention

5. Describe the program/process/intervention that your department will implement.
6. Why did you choose this program/process/intervention?

Identify the outcomes

7. How will you know if your program made a difference/was successful?
8. Identify 1 outcome for the program (what you will measure to know that the program is successful).
9. State the outcome as a SMART (Specific, Measurable, Attainable, Realistic, Timely)goals.

Measure and Evaluate

10. How will you measure the outcome (there can be more than 1 measure per outcome)?
11. Why did you choose these measures?
12. How will you collect this data (Who, What , When, Where, How Often)

Analyze and interpret

13. How will you analyze the data that you collect? (Who, How Often)
14. How will you use your analyses of the outcome measure?

Report and Integrate

15. How do you plan to communicate your evaluations results to your funder, customer/clients, staff/board, and the public?
16. What aspects of the program might change based on the analysis of the data?
17. How long will you wait before considering changing the program based on the data?