

# PROJECT PLANNING CHECKLIST \*

## Analysis

*The project is based on a systematic analysis of the health problem and its determinants and of the context in which it will be implemented.*

The following indicators will help you to assess the quality of this analysis:

yes partly no

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Is there evidence of the health problem and its impact on quality of life?  |                          |                          |                          |
| o Have empirical data been collected regarding the nature, size and distribution of the problem?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o Has a system review been performed to collect evidence with regard to the problem or is a review explicitly envisaged in the project plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o Has information concerning the problem been collected through consultation of the target group, community or other stakeholders?           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is there evidence of the factors which impact on the health problem?  |                          |                          |                          |
| o Has use been made of theoretical models explaining the links between the health problems, risk behaviour and/or environmental factors?     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o Has the importance of each determinant been examined for the target group?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is there evidence of the context in which the project will be implemented?  |                          |                          |                          |
| o Is it clear in which context the project will be implemented?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o Have other programmes been examined which impact on the behaviour or context?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o Have social, cultural and policy factors been examined which influence the success of the project?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Aims & objectives

*The aims and objectives of the project are clearly defined.*

The following indicators will help you to assess the adequacy of the aims and objectives specification:

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 4. Is there a written specification of the project aims and objectives?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is there a distinction between short-term (immediate), medium-term (intermediate) and long-term (ultimate) objectives? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is the formulation of the objectives SMART?  |                          |                          |                          |
| o S: specific (do they specify the target group and the factors that need to change?)                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o M: measurable (are they written in a measurable format, e.g.: magnitude, numbers to be reached?)                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o A: acceptable for the target group?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o R: realistic (are they feasible given the available time, money, staffing?)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o T: timed (do they state the time frame within which the objectives must be reached?)                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are the objectives matched to the analysis of the problem and determinants?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Target group

*The group(s) of people the project intends to influence are clearly defined.*

The following indicators will help you to assess the adequacy of the target group specification:

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 8. Have the relevant demographic features of the target group been identified?                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Have the priority needs, wishes and social norms of the target group been identified?                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Has the target group been segmented with regard to motivational phase and possibilities for change? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Has the size of the target group been established (number of subjects)?                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Is it clear how the target group will be reached?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Intervention

*The strategies and methods for an effective intervention are clearly outlined.*

The following indicators will help you to assess the adequacy of the strategy and method specification:

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 1. Has a specification been made of mechanisms that will bring about the intended changes?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the intervention sufficiently comprehensive (does it use a combination of strategies to achieve the objectives)?                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has the effectiveness of the intervention methods been proven?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has the intervention been designed in consultation with the partners?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has the intervention been designed in consultation with the stakeholders?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Has the intervention been designed in consultation with the target group?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are the intervention methods suitable for the target group?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is the content of the intervention compatible with:  |                          |                          |                          |
| o the culture, knowledge, views, customs and roles of the target group?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o the context of the intervention?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Has the intervention been effective in achieving the intended outcomes with a similar population?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Does the intervention provide a complementary value or enhance the effect of existing interventions?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Has the feasibility of the intervention for the given target population been pre-tested, or is a pre-test explicitly envisaged in the project plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

\* Based on the European Quality Instrument for Health Promotion (2005). Woerden: NIGZ

## Implementation strategy

*There is a clear description of the way the intervention will be carried out.*

The following indicators will help to assess the adequacy of the description of the implementation strategy:

yes partly no

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 12. Has a particular mode of implementation been chosen?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Has this choice been translated into an implementation plan?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Will the partners, target group and/or other stakeholders be involved in the project delivery?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Is it clear for those who will be involved in the implementation which elements of the intervention are crucial and must be retained without adaptation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Is it clear how the implementation will be monitored?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Will the project be documented in a manner which allows for a transfer of experience and know-how to other projects?                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Evaluation plan

The effects (effect evaluation) and quality (process evaluation) of the intervention will be assessed.

The following indicators will help to assess the adequacy of the evaluation of the intervention:

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 18. Is there an evaluation plan?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Does the evaluation plan clearly outline:  |                          |                          |                          |
| o the purpose of the evaluation?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o the evaluation questions?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o the design, method and timing of the evaluation?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o the tasks, roles and responsibilities for the evaluation (data collection, analysis and reporting)?                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Do the evaluation questions match the objectives, context and expectations of the target group and stakeholders?                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Will a process evaluation be conducted paying attention to:  |                          |                          |                          |
| o the question whether the activities are implemented according to plan?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o the opinion of users regarding activities and materials?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o obstacles and difficulties encountered during the implementation process?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o suggestions for improvement?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Will an effect evaluation be conducted paying attention to:  |                          |                          |                          |
| o the collection of baseline data?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o the choice of effect criteria and indicators?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o measurement of the short-term, intermediate and long-term objectives?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o exclusion of alternative explanations of possible effects?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o causal attribution of the effect to the intervention?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| o evaluation of the cost effectiveness of the project?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Are the evaluation design and methods of data collection appropriate for the evaluation questions, budget and reporting timetable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Will the information deriving from the evaluation be disseminated and fed back to all stakeholders and to the target group?        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Dissemination and sustainability plan

The continuation of the project is ensured.

The following indicators will help you to assess the continuation of the project:

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 25. Has an assessment been made of the sustainability of the project?                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Have the aims, objectives and results of the project been reviewed in view of continuation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Are the benefits of the project for the participants and the community clearly specified?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Have one or more organisations been identified that will continue the project?              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |