Checklist for Program with Instructions

* Title appropriate:
	+ Based on what your goals are, is this the correct title? It cannot be the same as another program. There should be some modification even if you are using a similar program.
* Mission statement
	+ Remember, the mission statement answers the question of why a health promotion program is being developed and established.
* Goals and Objectives clear
	+ You have read chapter 5 by now. This has given you great guidance on how goals and objectives are written. Follow that guidance and determine what type of objectives are needed for your program.
* Population clearly identified
	+ What data have you gathered concerning your population? What is the data source? You will not be using primary data as we are not collecting anything. Therefore, you need to make sure you are using a data source that is appropriate.
* Rationale is logical for the program
	+ This is the “so why” question. Why did you select this program?
* Data collection identified (how did you identify the population and how did you determine that this was what was needed?)
* Resources Identified
	+ What are you going to need to make this happen? Policy adjustments? Equipment? Venues? People? Structure?
* Evaluation methods identified
	+ What methods are you going to use to determine if you program is working? This should also include how you will report your findings.
* Timeline in place
	+ This should have multiple target points!
* Marketing plan identified and logical
	+ This should be broad and include examples of materials you are using to reach your target audience.
* Behavior theory (ies) identified that might be used in program
	+ Chapter 3 was all about why people behave as they do. Which theory(ies) will serve as the foundation for your program and why?
* Barriers and plans for overcoming them identified.
	+ What do you foresee as barriers to your programs success and why would each one be a barrier?
	+ How will you overcome them?
* References
	+ This is where you document, in APA format, where you gathered the information you needed to develop this program.