

First Generation Program

School Name _____

Program Sponsor _____

**INTERIM or FINAL IMPLEMENTATION PROGRESS REPORT
(FORM)**

INTERIM/FINAL IMPLEMENTATION PROGRESS REPORT (Dates: from -- to)				
Goal 1:				
OBJECTIVES	ACTIVITIES CONDUCTED	BARRIERS ENCOUNTERED	STRATEGIES TO OVERCOME BARRIERS	RELEVANT DOCUMENTATION ATTACHED
1.				

QUARTERLY IMPLEMENTATION PROGRESS REPORT

Changes to Workplan:

Planned Activities for Next Quarter:

Comments:

Interim or Final Implementation Report Form

Explanation of Requested Data Elements for Cross-Site Evaluations

1. Goal:

A goal is a general statement of what you intend to do in your program. You should have your program goals listed in your program proposal. Each of the goals should be included in this Implementation Report Form

2. Objectives:

An objective is much more specific than a goal. A well-stated objective leaves little doubt about what will be done, when it will be done, and how you will know when it has been accomplished. You should have stated some initial program objectives stated before you began the program.

3. Activities Conducted:

Activities are strategies, techniques, and “things to do” to produce the intended results stated in the objective. There should be at least one activity per objective; however, there may be several activities for any one objective. You should also include the number of sessions or participants, as this will be needed to summarize the programs across schools. If no activities related to the specific objective were held, please indicate this as well. Often you cannot address every objective in a reporting period.

4. Barriers Encountered:

For each objective, please note any barriers that you encountered during this reporting period that had an impact on your progress toward meeting the objective. Barriers could be things that you had no control over (such as weather), as well as personal-level barriers (such as lack of time). The discussion of barriers will be used to determine if there are trends in the types of barriers that are being encountered across various programs. This information will be compiled to help identify systematic approaches to overcome program barriers.

5. Strategies to Overcome Barriers:

For each barrier noted, please give a brief description of the strategies you employed, or tried to employ to overcome or circumvent the problem. You should always indicate that some attempt was made to rectify the issue. In some cases there may be no solution; therefore, you should indicate in the section title "Changes to Work Plan" what decisions were made and how that has modified your original plans. An example would be bad weather caused you to cancel two sessions or activities. The strategies may include such things as attempts to reschedule or eliminate sessions/activities, or a combination. If you could not reschedule or combine session information, you should note in "Changes to Work Plan" which components of the curriculum were eliminated.

6. Relevant Documentation Attached to Report:

In some cases you may wish to include documentation or materials with your quarterly report (such as a brochure, newspaper article, copy of additions to curriculum). In this column, please indicate what is attached to the report that references this objective. This is provided to assist the reviewer in determining which additions should be reviewed with this objective.

7. Changes to Work Plan:

Any modifications, or changes, to the work plan should be noted here.

8. Planned Activities for the next evaluation period:

In this section, please record new activities that have been scheduled as major events that will notify the reviewer of the key activities for the coming quarter, semester or year. This is a good section to "toot your own horn."

9. Comments:

Include any comments that you feel need to be reported, but did not specifically fit within the specified categories on the report form.