



# BEST PRACTICES IN EE PROGRAM DEVELOPMENT

March 2018

## MISSION

**Does my program align with my organization's mission, goals, objectives, and theory of change?**

What do I see as the "big picture" for my program?

How does this picture fit into my organization's existing programs and larger program theory?

## AUDIENCE

**Have I and my organization clearly defined who this program is intended to serve?**

Am I a part of this community? If not, have I spent time in the community to understand how to supportively engage this community? What individuals or organizations can I contact to help expand my understanding?

What are the characteristics of this community? What are the community's interests, wants, and needs? Have I identified community assets and challenges, as well as potential barriers to working in this community?

Have I addressed equity, inclusion, and access concerns? Have I thought about cultural competency training for myself and others to support this audience?

Do I have community support? Are there opportunities to engage in co-creating programming with this community? Have I explored other ways of learning and knowing along with acknowledging local knowledge and wisdom?

## NEED

**What is the identified need and will my program address this need?**

What are the environmental, educational, and community needs that I am seeking to address? How will my program address them?

What is the rationale and/or research basis that supports the need(s) for this program?

Have I searched the statewide inventory of programs to see if other organizations are already addressing this need? If so, have I explored possible collaboration?



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## PROGRAM SCOPE & STRUCTURE

**What will my program look like in action?**

What are my program goals and objectives?

Have I developed and codified a program outline and/or written curriculum? What is the program format, scope, and duration?

Will program curriculum and instruction be accessible, authentic, responsive, and relevant for my intended audience?

How is my program aligned and connected with other programs?

## RESOURCES & STAFF CAPACITY

**Am I and my organization ready to support this program?**

What resources are needed to implement the program (financial, human, logistical, materials, physical site, supplies, etc.)?

Do I have access to needed facilities, transportation, supplies, and equipment? If not, how can I secure these resources for my program?

Do current leadership and staff support the program?

Do I have the current staff and/or volunteers who are trained and experienced to take on designing and/or implementing this program? If so, what roles and responsibilities will each person have and have these been clearly defined? If not, do I have the connections and/or resources to involve external staff, or do I have the resources to support the training of current staff?

If I am partnering with other organizations, have I clearly defined these relationships?



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## DECISION-MAKERS

**If working with K-12 students during in-school time, have I cultivated sufficient knowledge and relationships for my program to integrate effectively into existing educational systems?**

Have I or my staff worked within the education system in New Mexico and if not, do I have relationships with individuals or organizations who can provide guidance?

How does the program support current and upcoming performance standards and benchmarks?  
Does my program align with the goals of the school and/or district?

Do I have safety protocols in place that satisfy school and/or district requirements?

Do I have buy-in with school district leaders, school administrators, and/or teachers?

## MEASUREMENT & EVALUATION

**What does success look like and are there tools in place to measure this?**

What are intended short-term, medium-range, and long-term program outcomes?

Are my outcomes well-defined (specific, measurable, achievable, realistic, and time-bound)?

What are the instruments that will be used to measure success in this program?

How often will the program be evaluated? How will data be collected and compiled, and the information shared?

How will evaluation results be used to strengthen the program?

## SUSTAINABILITY

**Is my program designed to ensure long-term stability?**

What systems are in place to adapt and evolve the program?

Do I have the flexibility to respond to community feedback and changes in educational requirements, needs of the audience served, organizational capacity and resources, and relationships with other organizations?

Do I have a long-term funding and staffing strategy in place?