



# BEST PRACTICES IN EE PROGRAM DEVELOPMENT

March 2018

| MISSION                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b>Does my program align with my organization's mission, goals, objectives, and theory of change?</b> | <p>What do I see as the "big picture" for my program?</p> <p>How does this picture fit into my organization's existing programs and larger program theory?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| AUDIENCE                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Have I and my organization clearly defined who this program is intended to serve?</b>              | <p>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?</p> <p>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?</p> <p>Have I addressed equity, inclusion, and access concerns? Have I thought about cultural competency training for myself and others to support this audience?</p> <p>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?</p> |
| NEED                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>What is the identified need and will my program address this need?</b>                             | <p>What are the environmental, educational, and community needs that I am seeking to address? How will my program address them?</p> <p>What is the rationale and/or research basis that supports the need(s) for this program?</p> <p>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?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                           |



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| PROGRAM SCOPE & STRUCTURE                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <b>What will my program look like in action?</b>               | <p>What are my program goals and objectives?</p> <p>Have I developed and codified a program outline and/or written curriculum? What is the program format, scope, and duration?</p> <p>Will program curriculum and instruction be accessible, authentic, responsive, and relevant for my intended audience?</p> <p>How is my program aligned and connected with other programs?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| RESOURCES & STAFF CAPACITY                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Am I and my organization ready to support this program?</b> | <p>What resources are needed to implement the program (financial, human, logistical, materials, physical site, supplies, etc)?</p> <p>Do I have access to needed facilities, transportation, supplies, and equipment? If not, how can I secure these resources for my program?</p> <p>Do current leadership and staff support the program?</p> <p>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?</p> <p>If I am partnering with other organizations, have I clearly defined these relationships?</p> |



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| DECISION-MAKERS                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>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?</b> | <p>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?</p> <p>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?</p> <p>Do I have safety protocols in place that satisfy school and/or district requirements?</p> <p>Do I have buy-in with school district leaders, school administrators, and/or teachers?</p> |
| MEASUREMENT & EVALUATION                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>What does success look like and are there tools in place to measure this?</b>                                                                                                                | <p>What are intended short-term, medium-range, and long-term program outcomes?</p> <p>Are my outcomes well defined (specific, measurable, achievable, realistic, and time-bound)?</p> <p>What are the instruments that will be used to measure success in this program?</p> <p>How often will the program be evaluated? How will data be collected and compiled, and the information shared?</p> <p>How will evaluation results be used to strengthen the program?</p>                                                                   |
| SUSTAINABILITY                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Is my program designed to ensure long-term stability?</b>                                                                                                                                    | <p>What systems are in place to adapt and evolve the program?</p> <p>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?</p> <p>Do I have a long-term funding and staffing strategy in place?</p>                                                                                                                                                                       |