Program Quality Checklist
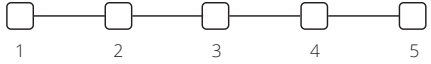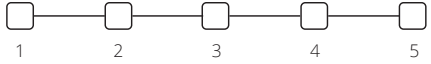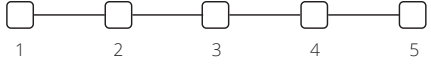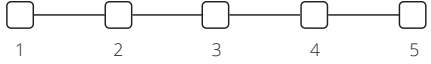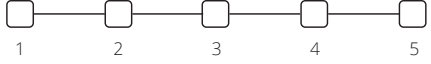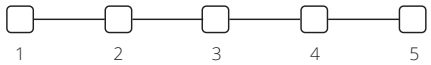
	Observations	**Score/Comments**
1. Roles	Does every member of the team have a job description and know who they are accountable to?	1 2 3 4 5 *Comments:*
2. Responsibility	Does every team member know what tasks they are responsible for?	1 2 3 4 5 *Comments:*
3. Time-line	Does every team member know the time-line of their task completion and have deadlines clearly outlined?	1 2 3 4 5 *Comments:*
4. Performance Indicators	Does everyone on the team know the intended outcomes of the project?	1 2 3 4 5 *Comments:*

	Observations	**Score/Comments**
5. Reach	Does every member of the team know how many students they are to reach?	1 2 3 4 5 *Comments:*
6. Capacity	Are all facilitators trained, certified, ready to implement and have the capacity to teach with fidelity and passion?	1 2 3 4 5 *Comments:*
7. Program Delivery	Does the facilitator come to class prepared, on time and effectively deliver the content with the participation and engagement of the students?	1 2 3 4 5 *Comments:*
8. Outcomes	Is there a monitoring system to ensure that the project is reaching the intended outcomes?	1 2 3 4 5 *Comments:*
9. Host Sites	Does the physical host site provide a safe learning environment? (i.e. Are the classrooms calm and well organized, free from clutter or distractions? Are there enough tables and chairs for the participants? Is there air circulation, adequate lighting?)	1 2 3 4 5 *Comments:*
10. Reviews	Are the participants engaged and captivated by the content of the programming? Are their expectations met?	1 2 3 4 5 *Comments:*