**Instructions.** To outline a project idea, follow the instructions for each part of the template.

1. Project Title: *Create a draft (working) title that suggests the purpose of the project.* *(It might be easier to do this after you complete Part 3.)*
2. Describe the Project Rationale/Need: *Answer these questions to provide reasons for doing the project.*

| **Question** | **Answer** |
| --- | --- |
| 1. What IVP need or I/V topic(s) do you want to focus on?
 |  |
| 1. What drew your attention to the need or topic(s)?
 |  |
| 1. What is the priority population or geographic area of focus?
 |  |
| 1. *(If focusing on one I/V topic):*
	1. How much of a problem is it? *(Provide some statistics.)*
 |  |
| 1. How do local stakeholders perceive the problem and/or need for solutions?
 |  |

1. Identify Project Type and Questions: *Select and yellow highlight one Project Type that best match what your project will do. Then select and yellow highlight the questions for that Project Type which you will answer by the end of your project. (DON’T answer them now, just highlight them.)*

**Project Type #1 – Problem Analysis:** Comparatively analyze multiple I/V problems in general, OR identify and analyze one problem in detail, including the risk/protective factors that influence the problem.

* + 1. *(If focusing on multiple I/V topics):*
			1. What are the main I/V problems in the community?
			2. What population groups or geographic areas are most at risk?
		2. *(If focusing on one I/V topic):*
		3. What is the scope/urgency of the I/V problem in the community?
		4. What are the key risk/protective factors of the problem?
		5. How prevalent in the community are the key risk factors?

**Project Type #2 – Program Planning:** Identify an EBI to prevent/reduce the problem; plan how to implement the program; pilot-test the program; conduct a process evaluation to help improve later implementation.

1. What evidence-based intervention (EBI) would best prevent/reduce the problem and be most feasible for the community?
2. How can the EBI be implemented in the community (including adjusting existing programs)?

**Project Type #3 – Program Evaluation:** Evaluate a program you will implement OR evaluate a program implemented by others (currently or in the past). Use both process and outcome evaluation methods.

1. How was the EBI implemented in the community, and was any tailoring/adaptation appropriate?
2. What were the EBI outcomes in the community?
3. Outline the Project Methods/Activities: *Answer the questions only for your Type. This will help you plan your Methods.*

***Questions for Project Type #1 – Problem Analysis***

| **Question** | **Answer** |
| --- | --- |
| 1. What secondary data exist that you could use?
 |  |
| 1. How easy will it be for you to get the secondary data?
 |  |
| 1. What local, primary data do you need to collect?
 |  |
| 1. How could you analyze the data to get the answers you need?
 |  |

***Questions for Project Type #2 – Program Planning***

| **Question** | **Answer** |
| --- | --- |
| 1. Planning and adaptation
	1. What (if any) program already exists and can you use it?
	2. If a program already exists, does it need tailoring or cultural adaptation for your community (and if so, in what way)?
	3. If no program already exists, how will you develop a program?
 |  |
| 1. Pilot-test
	1. How will you pilot-test the program?
 |  |
| 1. Process evaluation
	1. How will you document the pilot-test?
 |  |

***Questions for Project Type #3 – Program Evaluation***

| **Question** | **Answer** |
| --- | --- |
| 1. Briefly describe the program or intervention you want to evaluate.
 |  |
| 1. What ideas do you have for evaluating the program’s process and outcomes?
 |  |
| 1. What data will you need to collect?
 |  |
| 1. How can you analyze the data to get the answers you need?
 |  |