**Worksheet 3: Describe the Program**

Complete this worksheet to develop your program description.

Step 3.1: Use the outline below to build each section. An estimated length for each of the sections is also included, but this may also based on your writing style and your organization’s writing guidelines.

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| **Section**  ***(recommended length)*** | **Notes** |
| **Description of your organization**  *(2-5 sentences)* |  |
| **Population being served by the program**  *(1-2 paragraphs)* |  |
| **Program goals and high-level description**  *(1-2 paragraphs)* |  |
| **Program stage of development**  *(1-2 sentences)* |  |
| **Logic model components**  **Inputs**  (1 paragraph) |  |
| **Program activities**  (2-5 paragraphs) |  |
| **Outputs**  (1-2 paragraphs) |  |
| **Short, mid- and long-term outcomes**  (3-5 paragraphs or bulleted lists) |  |
| **Assumptions**  (2-5 sentences) |  |
| **Contextual factors**  (1 paragraph) |  |
| **Alignment with the upstream suicide prevention approach**  (2-3 sentences) |  |