**Applicant Name:**

**Project Title:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Performance Measure**  | **Data We Will Collect**(e.g., counts, costs, weights, volumes, temperatures, percentages, hours, observations, opinions, feelings) | **Source of Our Data**(e.g., members of the target group, project staff, stakeholders, internal/ external documents, recording devices, databases) | **Method We Will Use**(e.g., survey, questionnaire, interview, focus group, informal discussion, observation, assessment, document analysis) | **Schedule**(e.g., daily, weekly, monthly, quarterly, annually, beginning/end) |
| **Quality:** How well the activities meet the requirements and expectations of the target group | ***Example:*** *At the beginning, the mid-point, and end of the project, we will administer a satisfaction survey to staff who have participated in the training.****Example:*** *We will gather opinions about our online services through questionnaires provided to every 20th user.* |
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| **Timeliness:** The extent to which each task/activity is completed within the proposed timeframe | ***Example:*** *Each quarter, our Project Director will assess our progress in completing our activities in order to complete our project on time.* |
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