# Activity 5.9 – Checklist of Key Processes & Tasks for Developing Progress Indicators

Directions

The following processes and tasks are provided as recommendations for developing your Progress Indicators. Consider each and take notes about what you need to do in your context to begin developing your Progress Indicators. If you are completing the module with a group, first respond to these prompts individually. Then, discuss as a group before continuing through the module. This checklist is available as a standalone document at the link provided at the end of this module.

Key Process: Focus on Changes in Adult Behavior

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| Key Tasks | Notes |
| [ ]  | Be clear on what needs to be monitored |       |
|  | [ ]  | Is the change being applied? |
|  | [ ]  | How well is it being implemented? |
|  | [ ]  | Is it having the intended impact? |
| [ ]  | Identify appropriate data sources |       |
| [ ]  | Determine progress increments |       |
|  | [ ]  | What progress are you expecting to make by the end of 30 days? |
|  | [ ]  | By the end of 60 days? |
|  | [ ]  | By the end of 90 days? |
| [ ]  | Craft Progress Indicators. Consider the following format:At the end of *[30 or 60]* days *[percent/number of adults]* will *[do/learn/adopt/complete this new behavior/skill]* at *[this level/frequency]* as *[measured/observed/evidenced]* by *[data source]*. |       |
| [ ]  | Review each Progress Indicator |       |
|  | [ ]  | Does it tie directly to the Desired Outcome? |
|  | [ ]  | Does it address implementation, quality, or growth? |
|  | [ ]  | Does it specify the data source to be used to determine progress? |
|  | [ ]  | Is the set of indicators for a given Desired Outcome parsed into realistic increments of progress? |