

# QUICK REFERENCE GUIDE



TERM	DEFINITION	EXAMPLE
INPUTS	Resources a program uses to achieve program objectives. <b>A program uses inputs to support activities.</b>	Staff, volunteers, facilities, equipment, money, constraints on program.
ACTIVITIES	What a program does with its inputs - the services it provides - to fulfill its mission. <b>Program activities result in outputs.</b>	Sheltering homeless families, providing adult mentors for youth, feeding the hungry.
OUTPUTS	Products of a program's activities. Another term for outputs is "units of service". <b>A program's outputs should produce desired outcomes for the program's participants.</b>	# meals provided, # classes taught # participants, # brochures distributed.
OUTCOMES	Benefits for participants during or after their involvement in the program.	Greater knowledge of nutritional needs, improved reading skills.
SHORT-TERM OUTCOMES	Changes in participant's knowledge, skills or attitudes. <b>Short-term outcomes are the first benefits or changes participants experience.</b>	Smokers know smoking is harmful, want to quit and have skills to minimize withdrawal symptoms.
INTERMEDIATE OUTCOMES	Changes in behavior that result from participants' new knowledge, skills or attitudes.	Smokers quit smoking.
LONG-TERM OUTCOMES	Long-term outcomes represent meaningful changes in the participants condition or status.	Smokers are more likely to have fewer smoking related illnesses.
INDICATORS	The specific, observable, measurable characteristic or change that will represent the achievement of the outcome	Number of youth who maintained employment for 90 days.