

Technical Assistance Funding Program FINAL REPORT OUTLINE

- I. Executive Summary
- II. Problem Statement, Reason for Project, Objectives of the Project, Relevant Issues
- III. Project Description
 - a. Project Name
 - b. Project Costs
 - c. Project Methodology/Description/Deliverables
 - d. Summary of Work Completed
- IV. Project Evaluation & Effectiveness
 - a. Describe the project-specific goals and corresponding outcome(s) or outputs (measurable results) used in assessing project performance;
 - b. Evaluate the level of success in achieving identified targets, including a discussion of the tools and methods that were used to collect supporting data;
 - c. Explain if goals and outcomes/outputs were achieved, and if not why;
 - d. What lessons were learned and what changes could be made; and
 - e. Overall effectiveness of the project; and
 - f. Discuss possible next steps.
- V. Appendices
 - a. List of Deliverables
 - b. List of Sub-contractors
 - c. Tables & Graphs of Summarized Numerical Data
 - d. Photos