

PLAN QUALITY INDEX (PQI)

Organization: _____

Name of Rater: _____

Date of Rating: _____

Score: _____

Check all elements of comprehensive plan present in this plan	
<input type="checkbox"/> Needs Assessment Report	<input type="checkbox"/> Activities
<input type="checkbox"/> Goals	<input type="checkbox"/> Target population
<input type="checkbox"/> Objective(s)	<input type="checkbox"/> Timeline
<input type="checkbox"/> Budget	<input type="checkbox"/> Evaluation Plan

RATING SCHEME: Check one choice for each component (1-18)	
0	None of this plan component is adequate
1	Approximately less than 20% of this plan component is adequate
2	Approximately 20-40% of this plan component is adequate
3	Approximately 41-60% of this plan component is adequate
4	Approximately 61-80% of this plan component is adequate
5	Approximately 81-100% of this plan component is adequate

COMPONENTS OF ACTION PLAN	Rating (% adequate)						Score 0-5
	0	1-20% 1	21-40% 2	41-60% 3	61-80% 4	81-100% 5	
1. The needs assessment is comprehensive.							
2. Goal(s) adequately reflect desired outcomes to problems/needs identified in needs assessment.							
3. At least 1 relevant objective is stated for each goal.							
4. Specific, feasible activities are provided for each objective.							
5. Objectives and activities are logically related to prevention priorities as reflected in regional/statewide plan or planning process.							
6. Objectives and activities are measurable, so as to facilitate evaluation.							
8. A timeline is provided for each activity.							
9. The organization/individual who will coordinate each activity is identified.							
10. Sources of coordination/collaboration among community agencies and groups are identified.							
11. New preventive activities are coordinated with existing community programs/activities							
13. A budget that outlines sources of funding and expenses for activities is provided.							
14. The plan is feasible given human resources and budget.							
15. The evaluation plan is clear and comprehensive.							
OVERALL IMPRESSION OF PLAN							
16. Clarity							
17. Effectiveness							
18. Quality							

Butterfoss, Goodman & Wandersman, 1993; Revised Butterfoss, 1996