



# STRONGER TOGETHER

*Saratoga County*  
A Community of Excellence





Program/Service Evaluation Form

Name of proposed program/service \_\_\_\_\_ Date of proposal:

Brief description of proposed program/service:

Program/service leader (Steering Committee Member):

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Program/Service Team Members:

Name	Organization	Pillar

Program/Service goals:

Goal	Indicator	Data Source

Mission/Vision Alignment: Which SoDOH does this program/service propose to address?

Health	Education	Economy	Quality of Life
Access to Healthcare/entering Health System	Early Childhood Education and Development	Poverty	Social Cohesion
Access to Primary Care/Trusted Provider	High School Education	Housing Security and Stability	Civic Participation
Health Literacy	Enrollment in Higher Education	Employment	Perceptions of Discrimination and Equity
	Language and Literacy	Food Security	Incarceration/Institutionalization
		Transportation	Affordable/Quality Housing
			Environmental Conditions
			Access to Healthy Foods
			Crime and Violence

Values: Is the Program/Service:	Ethics: Does the Program/Service Reflect:
Collaborative	Responsibility
Equitable	Respect
Sustainable	Trustworthiness
	Justice
	Caring

Approved by Advisory Platform

Date \_\_\_\_\_



### Saratoga COE Project Action Plan

Project No.: \_\_\_\_\_ Date Charted: \_\_\_\_\_ Rev. No.: \_\_\_\_\_ Rev. Date: \_\_\_\_\_

Project Name				
<b>Problem Statement</b> - A brief description of the problem or		<b>Goal Statement</b> - Define the mission and the target of the project		
<b>Project Leader</b>		<b>Project Approach</b> - e.g. Lean Six Sigma, Traditional PM, etc.		
<b>Project Team</b>		<b>Support Personnel</b> - e.g. project sponsor, finance advisor, process owner		
Name	Role	Name	Role	
<b>Voice of the Resident</b> - Identify key resident group and their needs		<b>Obstacle Definition</b>		
<b>Key Metrics</b>		<b>Estimated Financial Resources &amp; Benefits</b>		
<b>Project Scope</b> - What is involved and what is not in terms of products		<b>Project Metrics &amp; Information</b> - e.g. project description, CTQ chart		
<b>Start Date</b>		<b>Estimate Completion Date</b>		
Project Milestones				
Description:	1	2	3	4
Date:				
Signatures - The signatures of the people below document approval of the formal Project Charter				
		Signature	Date	
Project Leader:				
Project Sponsor / Champion:				
Process Owner:				
Financial Advisor:				

The Project Leader is empowered by this charter to proceed with the project as outlined above

Continuous Improvement Toolkit . [www.citoolkit.com](http://www.citoolkit.com)

Guide:

Enter the elements of the project charter: project title, problem statement, goal statement, scope, project milestones, etc.

