How to Create a Logic Model

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Key steps for putting together a logic model include:

- Assemble a dynamic team
    - Logic models should be developed using a team approach.
    - Key constituents are necessary to gain a clearer understanding of your program goals, assets, and commitments.
    - A logic model design team should include a group of individuals who are committed to the goals of the organization and are willing to contribute to the logic model development over time
- Disseminate key facts prior to the meeting
    - Determine the basic information about the program that every team member needs to know prior to the meeting.
    - Don't assume that all team members know and have access to the same information.
    - It is important that everyone “starts in the same place to create a setting that enables the voices of multiple constituents.
- Determine a method for maintaining good notes
    - Of course note taking seems like a simple assumption, but the importance of note taking should not be overlooked. o Have a solid record of your meetings so that the evolution of particular ideas can be traced.
    - A note taker should be determined prior to the logic model development meetings and ideally should be consistent over time.
- Create a time frame for completing the initial and ongoing review process
    - A logic model is not likely to be developed in a two-hour meeting, or even two such meetings therefore, there should be some time investment in creating a logic model.
    - Consider conducting a series of short term on or off site "retreat" meetings with the project team or create a series of short meetings over the period of a few weeks.
    - The decision to schedule meetings is likely to depend on:
        - Time constraints
        - The culture of your organization
        - The best way to move the group forward
- Be sure to keep the conversations going so that momentum towards completing the model is consistent and connected.

Create a Final Logic Model Presentation

After completing the logic model development template or at least compiling all the information required in the template, the information should be organized in a succinct and strategic display of boxes and arrows. For PC users, for example, Microsoft Word's drawing and auto shape tools

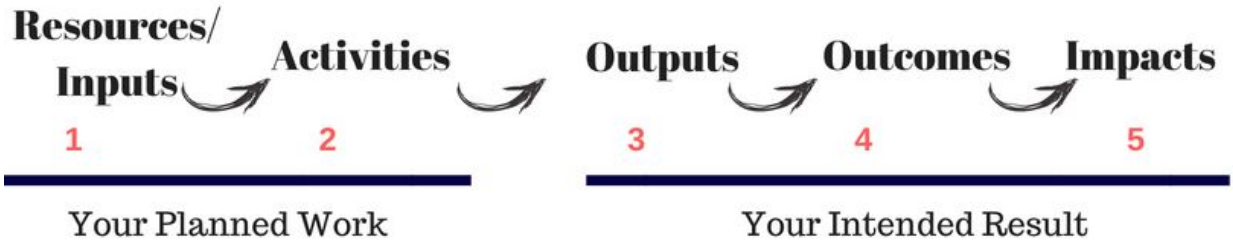
provide the basics needed to create the boxes and arrows.

- The boxes can be in any shape: squares, ovals, circles, etc.
- The arrows can be vertical or horizontal and must show relationships or linkages
- The organization of the boxes and arrows can also depict levels of detail or complexity

There are multiple models of logic models *(please see Resources and References for links to examples).*

- The more creative, colorful or complex a logic model is does not necessarily mean that it clearly conveys the linkages between the inputs, activities, outputs, outcomes and/or impacts of your program.
- Remember that clear reasoning is one of the key measures of the effectiveness of your logic model, especially for your evaluation.

The five logic model elements



The Source: W.K. Kellogg Foundation, Logic Model Development Guide, p. 1.

<u>Your Planned Work (Step 1)</u>

Resources include those aspects of your project which are available and dedicated or used by the program/service. Sometimes this component is referred to as **Inputs** or **Assets** and can include:

- Human resources and talent (e.g., administrative staff, program staff, parents, peer tutors, etc.)
- Financial support (e.g., federal, foundation, and/or corporate funding, matching, etc.)
- Organizational tools (e.g., committees, board members, data collection and tracking tools, etc.)
- Community contributions (e.g., partnerships, business volunteers, workshops, etc.)
- Supplies (e.g., equipment, office space, books and materials, transportation, etc.)
- In-kind donations (e.g., event tickets, care packages, meeting space, etc.)

- Other (e.g., resources that are unique to your program, the region, state, etc.)

The process of defining resources/assets/inputs is driven by a discussion about context and goals.

- A program might already have a mission statement, set of goals, or other document that outlines the main objectives of the organization.
- If the program is a part of a larger umbrella program such as TRIO or a state level program, also consider the specific mandates or guidelines of the larger organization as well.
- These documents should be the first point of contact for thinking through the logic model. Ask a few key questions related to these goals, such as:
    - Does the mission/goal statement continue to reflect the kind of work that we do within this organization?
    - Who are our target populations and how do we carefully define them?
    - What assumptions do we make in achieving our goals?
    - What resources are available to meet these goals? (Within some logic model examples, you will see these resources also listed as inputs or assets).
- These general questions also serve as a means for gauging whether or not the evaluation team members are in agreement about the main goals of the organization.
- Responding to these questions as a group and being able to build cohesion around these questions is crucial to guiding the next parts of the logic modeling process.