



# WHAT IS AN EARLY STAGE PROJECT?

We understand that all projects are unique and determining what is "early stage" can vary from project to project! Before submitting the [Early Stage Eligibility Form](#) we encourage your team to use this sheet to help determine project eligibility. The United States Programs team will review all projects, evaluating their stages in the project development lifecycle as well as their stages of measurement to help determine eligibility for Early Stage Competition. For further definitions, please see the following page.

✓ *Yes Early Stage*    ? *Further Consideration Required*    ✗ *Not Early Stage*

## PROJECT DEVELOPMENT LIFECYCLE

## STAGES OF MEASUREMENT

1- Needs Assessment

2 - Project Design

3 - Authorization

*Inputs/Activities*

People, time, materials, funds dedicated to or consumed by the project i.e. what the team did to build the project, partnerships formed

4 - Project Planning &

Implementation

4a - Monitor & Evaluate

*Outputs*

The direct result of the input i.e. classes taught, materials created, environmental factors measured, prototypes developed

*Initial & Intermediate Outcomes*

The initial behavior changes as a result of the outputs i.e. participants created resumes, participants learned a new skill/process

5 - Project Transition

*Long-term Outcomes*

The result of the target audience **APPLYING** the outputs and behavior changes, resulting in long-term, sustainable impact i.e. jobs obtained as a result of skill acquired + application of skills, businesses created, participant owns and operates the learned process



# WHAT IS AN EARLY STAGE PROJECT?

## DEFINITIONS - PROJECT DEV. LIFE-CYCLE



Needs Assessment - Define the scope of the project, lay the groundwork for success, determine current state & desired future state

Project Design - Develop innovative ideas to determine solutions to bridge the gap between the current state & future state

Authorization - Formal stamp of approval to solidify the process by which the team will move forward with the project

Project Planning & Implementation - Develop strategies and execute project plans such as team management, time management, budget, supply chain, risk management, etc.

Monitor & Evaluate - Track and measure project activity, goals, deliverables, outcomes, etc.

Project Transition - Team determines whether to continue, enhance, transfer or end the project

## DEFINITIONS - STAGES OF MEASUREMENT

Input - People, time, materials, funds dedicated to or consumed by the project. For example, money spent, students/volunteers organized, and facilities/equipment/supplies acquired

Activities - The actions the project takes to achieve desired results

Outputs - The direct product of program inputs/activities and are usually measured in terms of volume of work accomplished. For example, the number of classes taught, counseling sessions conducted, materials distributed and participants served, environmental factors measured, prototypes developed

Initial & Intermediate Outcomes - The first benefits or changes participants experience; often these are related to changes in participants' information retention. Changes in behavior that result from the participants' new knowledge, attitudes and/or skills. For example, participants created resumes, participants learned a new skill/process

Long-Term Outcomes - the result of a change in behavior and/or implementation of new skills/knowledge (initial/intermediate outcomes). Often impacts a person's livelihood long-term and empowers them to maintain meaningful changes in their condition or status. For example, because a person learned resume and interview skills (output) implemented those skills by creating a resume (initial/intermediate outcome), participants now have permanent employment and/or earning livable wage (long-term outcome)