



*W.K. Kellogg Foundation
Logic Model Development Guide*

Using Logic Models to Bring Together Planning, Evaluation, and Action

Logic Model Development Guide



To help people help themselves through the practical application of knowledge and resources to improve their quality of life and that of future generations.

Updated January 2004

W.K. Kellogg Foundation
One East Michigan Avenue East
Battle Creek, Michigan 49017-4058
www.wkkf.org

To receive additional copies of the Logic Model Development Guide,
please call 1/800/819-9997 and request item #1209.

Contents

Introduction	<i>III</i>
Chapter 1	
Introduction to Logic Models	1
The What and Why of the Logic Model	1
Logic Model Definition	1
Logic Model Purpose	3
Trip Planning Logic Model Example.....	3
Why Use a Logic Model?.....	5
Program Success	5
Program Investments	6
Simple Logic Model Basics	7
Logic Model Development.....	7
Reading a Logic Model	7
Other Logic Model Examples	8
Theory Model	10
Outcomes Model	11
Activities Model	12
Chapter 2	
Developing a Basic Logic Model for Your Program	15
Demonstrating Progress Toward Change	16
Exercise 1 – Describing Results	16
Exercise 1 Checklist.....	20
Exercise 2 – Describing Actions.....	21
Exercise 2 Checklist.....	23
Program Implementation Template – Exercise 1 & 2	25
Chapter 3	
Developing a Theory-of-Change Logic Model for Your Program.....	27
Exercise 3 - Constructing a Program Theory	28
Program Planning	28
Exercise 3 Checklist.....	33
Program Planning Template – Exercise 3.....	34

Chapter 4

Using Your Logic Model to Plan for Evaluation	35
Exercise 4 – Posing Evaluation Questions	35
Formative/Summative Evaluation Questions	35
Evaluation Vantage Points Context, Implementation, Outcomes	36
Focus Areas, Audiences, Questions, Information Use	38
Audiences and Evaluation.....	42
Exercise 4 Checklist	43
Evaluation Planning Template – Exercise 4	44
Exercise 5 – Establishing Indicators	45
Indicators of Success.....	45
Exercise 5 Checklist	47
Indicators Development Template – Exercise 5	48
Resource Appendix	49
Forms Appendix	53

Introduction

If you don't know where you're going, how are you gonna' know when you get there?
—Yogi Berra

In line with its core mission – *To help people help themselves through the practical application of knowledge and resources to improve their quality of life and that of future generations* – the W.K. Kellogg Foundation has made program evaluation a priority. As our staff and grantees work on a spectrum of social improvement programs, the need for shaping and contributing to the body of knowledge regarding evaluation becomes increasingly clear. Our first guide, the *W.K. Kellogg Foundation Evaluation Handbook*, was published in 1998, and has been made available to nearly 7,500 people. The *Evaluation Handbook* is a practical, step-by-step manual for conducting evaluations. With the *Handbook*, we introduced the concept of the **program logic model** and the ways in which applying this concept has added value to our own work.

The program logic model is defined as a picture of how your organization does its work – the theory and assumptions underlying the program. A program logic model links outcomes (both short- and long-term) with program activities/processes and the theoretical assumptions/principles of the program.

The *W.K. Kellogg Foundation Logic Model Development Guide*, a companion publication to the *Evaluation Handbook*, focuses on the development and use of the program logic model. We have found the logic model and its processes facilitate thinking, planning, and communications about program objectives and actual accomplishments. Through this guide, we hope to provide an orientation to the underlying principles and language of the program logic model so it can be effectively used in program planning, implementation, and dissemination of results.

The premise behind this guide – and our view of the role of evaluation in programming – is simple: Good evaluation reflects clear thinking and responsible program management. Over the years, our experience in using logic models in initiatives such as the Kellogg Youth Initiative Partnerships, Devolution, ENLACE (Engaging Latino Communities for Education), and the Native American Higher Education Initiative, to name just a few, has provided ample evidence of the effectiveness of these methods.

Learning and using tools like logic models can serve to increase the practitioner's voice in the domains of planning, design, implementation, analysis, and knowledge generation. The process of developing the model is an opportunity to chart the course. It is a conscious process that creates an explicit understanding of the challenges ahead, the resources available, and the timetable in which to hit the target. In addition, it helps keep a balanced focus on the big picture as well as the component parts.

In general, logic modeling can greatly enhance the participatory role and usefulness of evaluation as a management and learning tool. Developing and using logic models is an important step in building community capacity and strengthening community voice. The ability to identify outcomes and anticipate ways to measure them provides all program participants with a clear map of the road ahead. Map in hand, participants are more confident of their place in the scheme of things, and hence, more likely to actively engage and less likely to stray from the course – and when they do, to do so consciously and intentionally. Because it is particularly amenable to visual depictions, program logic modeling can be a strong tool in communicating with diverse audiences – those who have varying world views and different levels of experience with program development and evaluation.

Introduction

The *Logic Model Development Guide* contains four chapters and two comprehensive appendices.

Chapter 1 presents a basic introduction to the logic model as an action-oriented tool for program planning and evaluation. It also offers an array of sample logic models.

Chapter 2 consists of exercises and examples focused on the development of a simple program logic model. Exercises include practical examples, checklists for reviewing content quality, and a template for developing a logic model.

Chapter 3 gives instructions on how to expand a basic logic model to explore and explain the theory-of-change that describes the rationale for your program. A template and checklist are provided.

Chapter 4 offers two exercises that afford the reader with an introduction to how the basic logic modeling techniques introduced in the previous chapters can be applied to inform thinking about what should be included in an evaluation plan. Templates and checklists are also provided.

The **Resources Appendix** provides logic model development resources – references and Web sites worth visiting. The **Forms Appendix** includes blank templates to copy when developing your own logic models.

Acknowledgements

This work builds on the experience of many at the W.K. Kellogg Foundation who pioneered the application of logic modeling to their initiatives. For example, logic models were first used with the Kellogg Youth Initiative Partnerships (KYIP). In this application, the models were instrumental in helping staff establish program direction, implementation, an evaluation framework, and outcomes across three sites. In KYIP, logic modeling was used to facilitate and guide the development of the specific assumptions and processes that ultimately led to the transition of the initiative from a WKKF-operated program to a community-owned program. WKKF program staff, including Tyrone Baines, Phyllis Meadows, Gerald Smith, Judy Watson Olson, Steve Peffers, Joyce Brown, and John Seita were instrumental in these efforts.

Our work in developing the *Logic Model Development Guide* began at the request of Kellogg Foundation Program Director Blas Santos who expressed a need for user-friendly tools and processes to support the work of grantees in Latin America and the Caribbean.

The *Logic Model Development Guide* represents a collaborative effort. We particularly want to acknowledge the efforts of the Kellogg Foundation's former director of evaluation, Ricardo Millett, and his team of evaluation managers, including Astrid Hendricks-Smith and Mark Lelle, who have since left the organization. Their tireless work among staff and grantees continues to promote the use of logic models to plan, design, and manage initiatives. Dale Hopkins and Karin Ladley were instrumental in bringing the material to print. We also wish to acknowledge the work of the Kellogg Foundation Vice Presidents of Programs Rick Foster, Gail McClure, Dan Moore, and Gloria Smith, along with Senior Vice President of Programs Anne Petersen, who have underscored the importance of evaluation, embraced the logic model approach, and adopted it as a valued program support tool.

Special thanks are extended to Cynthia Phillips, a primary writer and consultant throughout the development of this guide, and Work Volk Consultants, LLP, for formatting and editorial assistance. Thanks, also, to Beverly Parsons of In Sites; Andrew Hahn and the students at the Florence Heller Graduate School for Advanced Studies in Social Welfare, Brandeis University; Marc Osten, Summit Consulting Collaborative; Sally Bond, The Program Evaluation Group; Joel Meister and Eva Moya, University of Arizona; Amy Coates-Madsen and staff at Maryland Association of Nonprofit Organizations; and Gail Randall, Greater Worcester Community Foundation.

–The Program Staff of the W.K. Kellogg Foundation

Chapter 1

Introduction to Logic Models

Chapter One defines logic models and explains their usefulness to program stakeholders. You will learn the relevance of this state-of-the-art tool to program planning, evaluation, and improvement.

Effective program evaluation does more than collect, analyze, and provide data. It makes it possible for you – program stakeholders – to gather and use information, to learn continually about and improve programs that you operate in or fund. The W.K. Kellogg Foundation believes evaluation – especially program logic model approaches – is a learning and management tool that can be used throughout a program’s life – no matter what your stake in the program. Using evaluation and the logic model results in effective programming and offers greater learning opportunities, better documentation of outcomes, and shared knowledge about *what works* and *why*. The logic model is a beneficial evaluation tool that facilitates effective program planning, implementation, and evaluation.

A program logic model is a picture of how your program works – the theory and assumptions underlying the program. ... This model provides a road map of your program, highlighting how it is expected to work, what activities need to come before others, and how desired outcomes are achieved (p. 35).

W.K. Kellogg
Foundation Evaluation
Handbook (1998)

The *What* and *Why* of the Logic Model

The *WHAT*: Logic Model Definition

Basically, a logic model is a systematic and visual way to present and share your understanding of the relationships among the resources you have to operate your program, the activities you plan, and the changes or results you hope to achieve.

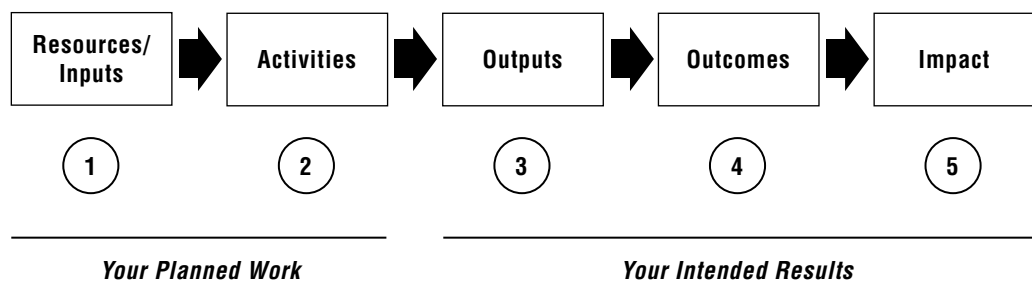


Figure 1. The Basic Logic Model.

The most basic logic model is a picture of how you believe your program will work. It uses words and/or pictures to describe the sequence of activities thought to bring about change and how these activities are linked to the results the program is expected to achieve.

Chapter 1

The Basic Logic Model components shown in Figure 1 above are defined below. These components illustrate the connection between *your planned work* and *your intended results*. They are depicted numerically by steps 1 through 5.

YOUR PLANNED WORK describes what resources you think you need to implement your program and what you intend to do.

1. **Resources** include the human, financial, organizational, and community resources a program has available to direct toward doing the work. Sometimes this component is referred to as *Inputs*.

2. **Program Activities** are what the program does with the resources. **Activities** are the processes, tools, events, technology, and actions that are an intentional part of the program implementation. These interventions are used to bring about the intended program changes or results.

YOUR INTENDED RESULTS include all of the program's desired results (outputs, outcomes, and impact).

3. **Outputs** are the direct products of program activities and may include types, levels and targets of services to be delivered by the program.

4. **Outcomes** are the specific changes in program participants' behavior, knowledge, skills, status and level of functioning. Short-term outcomes should be attainable within 1 to 3 years, while longer-term outcomes should be achievable within a 4 to 6 year timeframe. The logical progression from short-term to long-term outcomes should be reflected in impact occurring within about 7 to 10 years.

5. **Impact** is the fundamental intended or unintended change occurring in organizations, communities or systems as a result of program activities within 7 to 10 years. In the current model of WKKF grantmaking and evaluation, impact often occurs after the conclusion of project funding.

The term *logic model* is frequently used interchangeably with the term *program theory* in the evaluation field. Logic models can alternatively be referred to as *theory* because they describe how a program works and to what end (definitions for each employed by leading evaluation experts are included in the Resources Appendix).

The *What*: How to “Read” a Logic Model

When “read” from left to right, logic models describe program basics over time from planning through results. Reading a logic model means following the chain of reasoning or “*If...then...*” statements which connect the program's parts. The figure below shows how the basic logic model is read.

Most of the value in a logic model is in the process of creating, validating, and modifying the model ... The clarity of thinking that occurs from building the model is critical to the overall success of the program (p. 43).

W.K. Kellogg Foundation Handbook (1998)

Sample Factors influencing the trip:

- Family members' school and work schedules
- The holidays
- Winter weather
- Frequent Flier availability

Sample Activities:

- Creating/checking family schedules
- Gathering holiday flight and FF information
- Getting airport transportation
- Notifying Iowa relatives

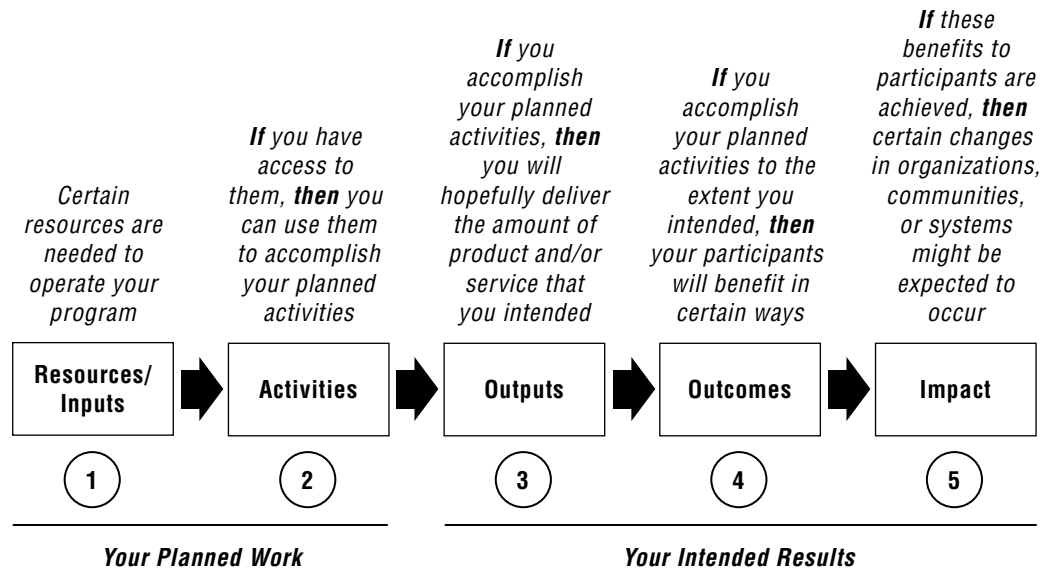


Figure 2. How to Read a Logic Model.

The *WHY*: Logic Model Purpose and Practical Application

The purpose of a logic model is to provide stakeholders with a road map describing the sequence of related events connecting the need for the planned program with the program's desired results. Mapping a proposed program helps you visualize and understand how human and financial investments can contribute to achieving your intended program goals and can lead to program improvements.

A logic model brings program concepts and dreams to life. It lets stakeholders try an idea on for size and apply theories to a model or picture of how the program would function. The following example shows how the logic model approach works. (If you are familiar with logic models, you may wish to skip ahead to the section entitled "Why Use A Logic Model?")

An Example:

We are proposing an inexpensive family trip from Charleston, South Carolina, to Des Moines, Iowa, to visit relatives during December school holidays. The seasonal trip we dream of taking from Charleston to Des Moines is the "program." Basic assumptions about our trip "program" are:

- We want to visit relatives between 12/10/00 and 1/5/01 while the children are out of school.
- We will fly from South Carolina to Iowa because it takes less time than driving and because frequent flier (FF) miles are available.
- Using frequent flier miles will reduce travel costs.

We have to determine the factors influencing our trip, including necessary resources, such as, the number of family members, scheduled vacation time, the number of frequent flier miles we have, round trip air reservations for each family member, and transportation to and from our home to the airport. The activities necessary to make this happen are the creation of our own family holiday schedule, securing our Iowa relative's schedule, garnering air line information and reservations and planning for transportation to and from the airport.

Chapter 1

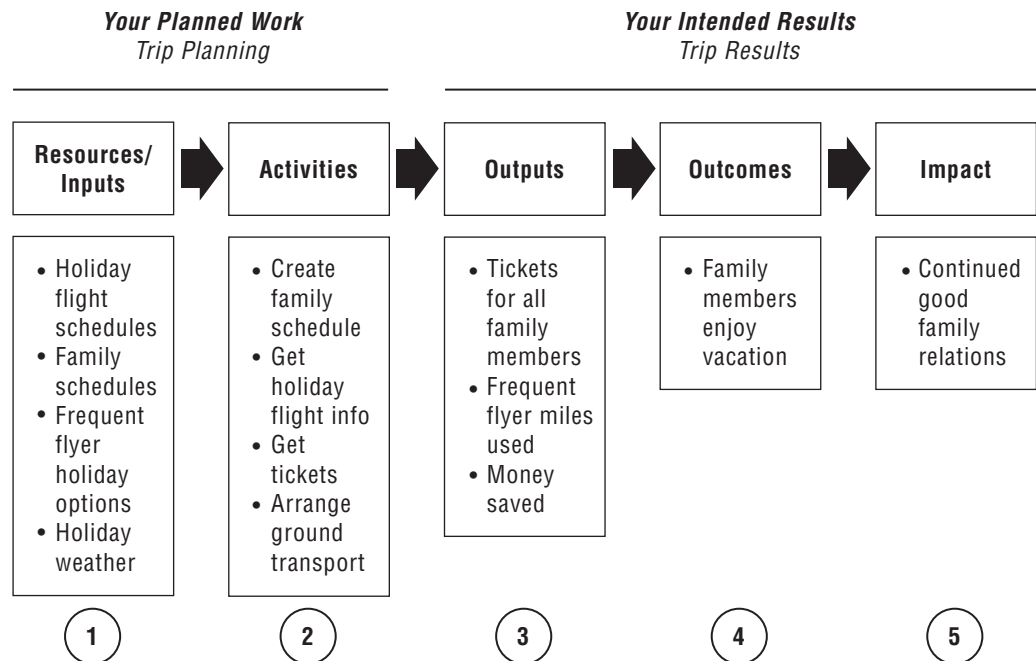
In this example, the results of our activities – or outputs – are mostly information, such as family schedules, flight schedules, and cost information based on the time frame of the trip. This information helps identify outcomes or immediate goals. For instance, if we make reservations as soon as possible, we are able to find flights with available frequent flier slots and probably have more options for flights that fit within the time frame. Knowing this, our outcomes improve – reservations made well in advance result in flight schedules and airline costs that suit our timeline and travel budget. Longer-term impact of our trip is not an issue here, but might be projected as continued good family relationships in 2010.

You can't do "good" evaluation if you have a poorly planned program.

Beverly Anderson Parsons
(1999)

Using a simple logic model as a trip-planning tool produced tangible benefits. It helped us gather information to influence our decisions about resources and allowed us to meet our stated goals. Applying this process consistently throughout our trip planning positions us for success by laying out the best course of action and giving us benchmarks for measuring progress – when we touch down in Charlotte and change planes for Cincinnati, we know we're on course for Des Moines.

Typical logic models use table and flow chart formats like those presented here to catalogue program factors, activities, and results and to illustrate a program's dimensions. Most use text and arrows or a graphic representation of program ideas. This is what our trip planning "program" could look like in logic model format.



It was easy to organize travel plans in a flow chart, but we could also choose to organize and display our thinking in other ways. A logic model does not have to be linear. It may appear as a simple image or concept map to describe more complex program concepts. Settling on a single image of a program is sometimes the most difficult step for program stakeholders.

If program planners don't have any hypotheses guiding them, their potential for learning from the initiative is low, and the program is probably in trouble (p. 1).

Everything You Wanted to Know About Logic Models but Were Afraid to Ask,

Connie Schmitz and
Beverly Anderson Parsons
(1999)

The bane of evaluation is a poorly designed program.

Ricardo Millett, Director,
WKKF Evaluation Unit

Why Use a Logic Model?

As you can see from the travel plan example, logic models are useful tools in many ways. Because they are pictorial in nature, they require systematic thinking and planning to better describe programs. The visual representation of the master plan in a logic model is flexible, points out areas of strength and/or weakness, and allows stakeholders to run through many possible scenarios to find the best. In a logic model, you can adjust approaches and change courses as program plans are developed. Ongoing assessment, review, and corrections can produce better program design and a system to strategically monitor, manage, and report program outcomes throughout development and implementation.

Effective evaluation and program success rely on the fundamentals of clear stakeholder assumptions and expectations about how and why a program will solve a particular problem, generate new possibilities, and make the most of valuable assets. The logic model approach helps create shared understanding of and focus on program goals and methodology, relating activities to projected outcomes.

Logic Models Better Position Programs For Success

Many evaluation experts agree that use of the logic model is an effective way to ensure program success. Using a logic model throughout your program helps organize and systematize program planning, management, and evaluation functions.

1. In *Program Design and Planning*, a logic model serves as a planning tool to develop program strategy and enhance your ability to clearly explain and illustrate program concepts and approach for key stakeholders, including funders.

Logic models can help craft structure and organization for program design and build in self-evaluation based on shared understanding of what is to take place. During the planning phase, developing a logic model requires stakeholders to examine best practice research and practitioner experience in light of the strategies and activities selected to achieve results.

2. In *Program Implementation*, a logic model forms the core for a focused management plan that helps you identify and collect the data needed to monitor and improve programming.

Using the logic model during program implementation and management requires you to focus energies on achieving and documenting results. Logic models help you to consider and prioritize the program aspects most critical for tracking and reporting and make adjustments as necessary.

3. For *Program Evaluation and Strategic Reporting*, a logic model presents program information and progress toward goals in ways that inform, advocate for a particular program approach, and teach program stakeholders.

