



Grant Workshop Glossary

AIM – the aim of the project is the intention to achieve planned outcomes.

EFFECTIVENESS is the extent to which objectives are being achieved. Effectiveness is determined by the relationship between an organisation, stakeholders and its external environment.

EFFICIENCY is about producing more or better quality services with the same or fewer resources.

EVALUATION involves assessing the strengths and weaknesses of a project or programs to improve its effectiveness.

OBJECTIVES explain the reason that the project is being conducted. It focuses on what the project is going to achieve, rather than what is produced. A project can have one or more objectives, which do not need to be measurable. A useful way to frame the objective is to answer the question 'why are you doing the project?'

OUTCOMES are the benefits that result from undertaking the project. Outcomes are linked with objectives. If the outcomes are achieved then the project's objective(s) have been met. Outcomes are achieved from the utilisation of the project's outputs.

Outcomes should be **SMART**:

Specific – tightly defined, relating directly to the issue being addressed.

Measurable – provide information that records the situation at the start of the period and at the end

Achievable – can be achieved within the timescale

Relevant – have a strong connection to priorities and activities.

Time-bound – set specific time periods.

OUTPUTS are the products and services that are created to meet the identified outcomes. An output may be a pamphlet, website, workshop or information forum.

PERFORMANCE INDICATORS are qualitative or quantitative measures that can be used to evaluate the progress and or success of the project. Performance indicators are determined at the beginning of the project and are used to achieve the project outcomes.

VALUE FOR MONEY means achieving the desired outcome at the best possible price. This means that you will have to weigh up the benefits of purchases against the cost of a purchase.

Useful Links

Communities in Control www.ourcommunity.com.au

Project Management Guidelines <http://www.egovernment.tas.gov.au/>

Roberts Management Concepts Pty Ltd www.jeanroberts.com.au

Tasmanian Early Years Foundation <http://www.earlyyears.org.au/>

Tasmanian Community Fund <http://www.tascomfund.org/>

Department of Planning and Community Development, Victoria www.dpcd.vic.gov.au/evaluation