

Guidelines for Writing Mass Program / Project Proposals and Reports

- I. Mass Program / Project Proposal P. 2 – 5

- II. Mass Program/Project Evaluation Report P. 6 -9

Mass Program / Project Proposal

(活動 / 計劃建議書)

(1) Introduction (簡介)

- Brief Introduction on name, duration, work focus, and/or special characteristics of program/project

(2) Rationale(理念) – Reasons for launching the program / project (can use reports, statistics or other information obtained as supportive evidence)

2.1) Agency Context (機構背景)

- **Work focus of the program / project matches with the agency mission(s) and objective (s)(活動/計劃重點能與機構服務宗旨 / 目標相符)**
- **Agency's experience and role in working on the social needs /problems (機構處理有關服務需要/社會問題的經驗及角色)**

2.2) Clients'/Service Users' Needs (服務對象的需要)

- **Theoretical framework(s) that help(s) to explain the clients'/service users' needs (解釋服務需要的理論)**
- **Seriousness / impact/ urgency of the service needs /social problem (有關服務需要/社區問題的嚴重性/影響/急切性)**
- **Government/Agency's role(s) in meeting the service needs (政府/機構處理有關服務需要的角色)**

2.3) Theoretical backup for intervention (介入理論)

- Brief introduction on the theory (簡介所運用的理論)**
- Explanation on theory application in the intervention (簡介如何將理論運用於介入程序中)**

(3) 目的及目標(Goals and Objectives)

3.1 Goals (目的) : [note:optional]

3.2 Objectives (目標)

3.2.1 Objective 1 (目標一):

3.2.2 Objective 2 (目標二):

(4) Background Information (背景資料)

- 4.1) Nature of Program/Project (活動/計劃的性質):**
- 4.2) Service Target (服務對象):**
- 4.3) Period/Date (時期 / 日期):**
- 4.4) Time/Duration (時間):**
- 4.5) Venue (地點):**
- 4.6) Number of Participants (參加人數):**
- 4.7) Manpower & Division of Labour (所需人手及分工):**
- 4.8) Needed Resources (所需資源):**

(5) Recruitment & Publicity (招募及宣傳)

(6) Tentative Working Schedule (工作程序時間表初擬)

Stages (階段) (with duration or date/time/venue)	Work Tasks/ Activity content or format (事工/活動內容及形式)	Resource Needed (所需物資)	Responsible person (負責人)
Preparation stage (準備階段) (to)			
to	1. data collection		
to	2. proposal writing		
to	3.		
to	4.		
Implementation stage (推行階段) (to)			
1. Activity/theme (with date/ time/ venue) * :	1. Activity content & format a. b. c.		

2. Activity/theme (with date/ time/ venue) * :	2. Activity content & format: a. b.. c.		
Evaluation stage (檢討階段) (to)			
to to to	1. 2. 3. submission of evaluation reports		

* Number of activities varies from one project to another (視乎活動的次數)

(7) Floor plans for each activity (各活動場地圖)

7.1) Activity 1 (with date/ time/ venue) *

7.2) Activity 2 (with date/ time/ venue) *

* Number of activities varies from one Program /project to another (視乎活動的次數)

(8) Anticipated Difficulties & Contingency Plans (預期困難及應變措施)

Anticipated Difficulties (困難)	Contingency Plan (應變措施)
1.	(i) (ii)
2.	(i) (ii)
3.	(i) (ii)

(9) Budget (財政預算)

Income (收入)	Expenditure (支出)
Centre subsidy(中心資助) \$	1. \$

Fee Income(參加者收費)	\$	2.	\$
\$ X (no. of participants)		3.	\$
Other Income	\$		
Total (總數) :	\$	Total (總數) :	\$

(10) Evaluation (檢討)

10.1 Evaluation on achievement of Objectives

Objectives(目標)	Evaluation Indicators (檢討指標) [can include qualitative and quantitative ones]
Objective 1:	(i) (ii)
Objective 2:	(i) (ii)

10.2 Evaluation methods

Methods (方法)	Content (內容)
Observation:	(i) (ii)
Feedback questionnaire:	(i) (ii)
Verbal feedback from participants	(i) (ii)
Written Data collected from games or structured experiences	(i) (ii)
Others	(i) (ii)

(**The guideline is for reference only. Adjustment can be made with respective supervisor.)

Mass Program /Project Evaluation Report

(活動/計劃檢討報告)

(1) Background Information (基本資料)

- 1.1 Name of Program/Project (活動名稱)
- 1.2 Nature of Program/Project (性質)
- 1.3 Service Target (服務對象)
- 1.4 Period/Date/time/venue (時期/日期/時間/地點)
- 1.5 Attendance (出席人次)
- 1.6 Manpower & Division of Labor (人手安排及分工)

(2) Goals//Objectives (目的/目標)

2.1 Goals (目的) : {Note: optional}

2.2 Specific Objectives (具體目標) :

2.2.1 Objective 1 (目標一):

2.2.2 Objective 2 (目標二):

(3) Actual Activity Content, Format & Work Schedule (各活動實際內容、形式及工作程序)

Stages (階段) (with duration or date/time/venue)	Work Tasks/ Activity content & format (事工/活動內容及形式)	Attendance & participants' response (出席人次及參加者反應)	Responsible person (負責人)
Preparation stage (準備階段) (to)			
to	1.		
to	2.		
to	3.		
to	4.		
Implementation stage (推行階段) (to)			

1. Activity/theme (with date/ time/ venue) * :	1. Activity content & format a. b. c.		
2. Activity/theme (with date/ time/ venue) * : :	2. Activity content & format: a. b.. c.		
Evaluation stage (檢討階段) (to)			
to to to	1. 2. 3.		

* Number of activities varies from one program / project to another (視乎活動的次數)

(4) Program/Project Evaluation (活動之檢討)

4.1 Preparation (籌備工作)

Work Tasks (事工)	Problems/ Progress (困難/進度)	Solutions (應變措施)	Recommendation for future improvement (未來改善建議)

4.2 Publicity & Recruitment (宣傳及招募)

Planned strategies (預計策略)	Final result (any change? reasons?) 結果 (有否變更?原因?)	Evaluation & recommendation (檢討及建議)

4.3 Suitability of content & format (活動內容及形式的適切性)

Activities (活動)	Content & format (內容及形式)	Evaluation & Recommendation (檢討及建議)
Activity 1*:		
Activity 2*:		

* Number of activities varies from one program / project to another (視乎活動的次數)

4.4 Attainment of Goal and/or Objective (每項目的及/或目標之達成)

[note: please provide evidence and behavioral indicators to support your analysis.]

4.4.1 Objective 1 (目標一):

4.4.2 Objective 2(目標二):

4.5 Roles of worker(工作員角色)

[note: especially educator, enabler, coordinator, broker, etc.]

4.6 Use of Internal and External Resources (內在及外在資源的運用)

(5) Strengths and Weaknesses in applying theory, knowledge & skills (理論、知識及技巧運用的適切性及強弱之處)

(6) Financial Report (財政報告)

Proposed(建議):		Actual(實際):	
Income 收入(HK\$)	Expenditure 支出(HK\$)	Income 收入(HK\$)	Expenditure 支出(HK\$)

Fee(收費): \$	1. \$	Fee(收費): \$	1. \$
\$ x no of participants	2. \$	\$ x no of participants	2. \$
	3. \$		3. \$
Centre Subsidy	4. \$	Centre Subsidy	4. \$
(中心資助): \$	5. \$	(中心資助); \$	5. \$
Other income		Other income	
(其他收入): \$		(其他收入): \$	
Total (總數): \$	Total(總數): \$	Total: (總數): \$	Total: (總數): \$

• Explanation on surplus and deficit is needed (需要解釋超支/盈餘的原因)

(7) Conclusion & Recommendation (總結及建議)

- 7.1 Overall Conclusion on the Achievement and Drawbacks of the Activity (總結整個活動之得失)
- 7.2 Overall Conclusion on the Encountered Problems and Solutions (總結所遇的困難及解決方法)
- 7.3 Worker's Reflections (工作人員的反思)
- 7.4 Recommendations (建議)

(**The guideline is for reference only. Adjustment can be made with respective supervisor.)