

Components of a Technical Assistance Plan

The following table is excerpted from The Center's November 2005 Newsletter, *How to Improve the Design and Delivery of High-Quality Technical Assistance*, available at http://www.centerforcsri.org/index.php?option=com_content&task=view&id=220&Itemid=5

Components	Details of Technical Assistance Plan
1. Goals and objectives of technical assistance	Identify specific, measurable goals and objectives for technical assistance, based on prioritized needs.
2. Anticipated outcomes of technical assistance	Identify concrete, attainable, and measurable changes that will occur as a result of technical assistance.
3a. Technical assistance services, activities, and providers	Identify dates for technical assistance services and activities, time commitments required of both the technical assistance provider and the client, and due dates for monitoring and evaluation checkpoints.
3b. Timelines and time commitments for technical assistance services	Identify dates for technical assistance services and activities, time commitments required of both the technical assistance provider and the client, and due dates for monitoring and evaluation checkpoints.
4. Budget and/or resources needed	Identify any anticipated costs, procedures and specifications for fee schedules, payments, or expense reimbursement.
5. Materials	Identify any materials and supplies needed and who will provide them.
6a. Monitoring of technical assistance services and outcomes	Identify protocols for technical assistance information management, data collection instruments, and who will be responsible for various protocols and collection of data.
6b. Mutual accountability	Identify how the technical assistance provider and client will be accountable to each other.
7. Evaluation plan	Plan the evaluation of the effectiveness and outcomes of technical assistance.

Table adapted from:

Trohanis, P. L. (2001). Design considerations for state TA systems. Chapel Hill, NC: National Early Childhood Technical Assistance Center, University of North Carolina.



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