ROI – Project Recap Report

Program Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROGRAM OUTCOMES:

1.

2.

3.

RETURN ON INVESTMENT:

1. How many customers are you serving? \_\_\_\_\_\_\_\_
2. Who are they?
3. What services do you give them?
4. What does the program cost? $ \_\_\_\_\_\_\_\_\_
5. What does it cost per customer served? $ \_\_\_\_\_\_\_\_\_
6. What happens to the customer as a result of the service(s)?
7. What does it cost per outcome? $\_\_\_\_\_\_\_\_
8. What is the value of a successful outcome? $\_\_\_\_\_\_\_\_\_
9. What is the return on investment?

BACK-UP WORKSHEET FOR PROGRAM BUDGET

Direct Costs:

Staff/salaries $ \_\_\_\_\_\_\_\_\_\_\_

Program Manager $ \_\_\_\_\_\_\_\_\_\_\_

Fringe Benefits $ \_\_\_\_\_\_\_\_\_\_\_

Sub-total $ \_\_\_\_\_\_\_\_\_\_\_

Direct Program Costs:

Supplies $ \_\_\_\_\_\_\_\_\_\_\_

Mileage $ \_\_\_\_\_\_\_\_\_\_\_

Office Space $ \_\_\_\_\_\_\_\_\_\_\_

Phone/fax $ \_\_\_\_\_\_\_\_\_\_\_

Payroll fees $ \_\_\_\_\_\_\_\_\_\_\_

Liability / Insurance $ \_\_\_\_\_\_\_\_\_\_\_

Marketing / Media $ \_\_\_\_\_\_\_\_\_\_\_

Other (describe) $ \_\_\_\_\_\_\_\_\_\_\_

Sub-total $ \_\_\_\_\_\_\_\_\_\_\_

Indirect Costs:

Utilities\* $ \_\_\_\_\_\_\_\_\_\_\_

Administration fee $ \_\_\_\_\_\_\_\_\_\_\_

Other (describe) $ \_\_\_\_\_\_\_\_\_\_\_

Sub-total $ \_\_\_\_\_\_\_\_\_\_\_

TOTAL PROGRAM COST $ \_\_\_\_\_\_\_\_\_\_\_