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| **Section** | **Description** |
| Title | Capture or encapsulates the overall message of the story.   * Is the activity, project, or strategy identified in the title? * Does the title capture the essence or message of the story? * Is the title catchy and informative? * Who wrote the success story? Who contributed? |
| Problem Overview/Background | Describe the context of the problem being addressed  Specifies the affected population   * What is the current situation or context (e.g. political, security, socio-economic, environmental factors, financial constraints, human resource, urgency etc.) from which the strategy or activity emerged? * Which segments of the population were affected or impacted by the current situation? How? |
| Program Description | Describes the program, project, or activity that is being implemented and how it addresses the problem.  Identifies the target individuals, groups, or communities of the program.   * What is the activity or project? What were the objectives of the activity? * Who were the key players involved in it? * Where did the activity or project originate? * When was the activity conceived and conducted? * How did the activity or project achieve its objectives, outcomes, or targets? * Was the project or activity responsive to the needs of the target clientele? How? * What were the processes, steps and necessary structures that led to the result or outcome of the program? * What were the resources (e.g. financial, human resources, materials) that were needed to carry out the project or activity? * What approaches or methodologies (tools and techniques) were used in the implementation of the project or activity? * Are there photos, video clips, or articles that would serve as evidence of the project or activity? |
| Program Outcomes | Discusses the short- term, intermediate, or long-term outcomes of program implementation.   * What problems did the strategy or activity solve? What gaps were addressed? * What is the impact or outcome of the strategy or activity to the target clients (e.g. beneficiaries, organization)? * Who were impacted or affected by the success of the project or activity? * Is there quantitative and qualitative evidence of the positive result of the strategy or activity? Is there measurable evidence of the success of the activity? * Did the strategy contribute to the achievement of overall targets or goals of the program? |
| Lessons learned/Implications | Assess areas for improvement or the broader implication of the continuous implementation of the program.   * What lessons were learned by the key players involved in the activity in its pre-implementation, implementation, and post-implementation? |
| References | List down the sources used in writing the story.   * Who were involved in the project or activity (contact details)? * Are there links to articles or references that may be used to verify the accuracy of details provided? |
| Contact Information | * Specifies the name of the individual/organization responsible for content, the address, landline/mobile number, and website. |