

Evaluation Management Planning - Activities to Consider

Planning for Evaluation <ul style="list-style-type: none"><input type="checkbox"/> Identify evaluation team members<input type="checkbox"/> Schedule evaluation team meetings<input type="checkbox"/> Determine how final report will be used to inform decisions about the project<input type="checkbox"/> Identify necessary resources<input type="checkbox"/> Establish timeline for the implementation of the evaluation plan<input type="checkbox"/> Determine what data collection tools will be used<input type="checkbox"/> Locate & review existing instruments<input type="checkbox"/> Determine if instruments have been validated<input type="checkbox"/> Make revisions to instruments<input type="checkbox"/> Determine frequency of data collection<input type="checkbox"/> Identify who will be responsible for ensuring data is collected<input type="checkbox"/> Identify training that data collectors will need<input type="checkbox"/> Identify who will be involved in the data analysis process<input type="checkbox"/> Identify who will be involved in deciding what action will be taken as a result of the analysis<input type="checkbox"/> Determine who is responsible for writing the final report<input type="checkbox"/> Determine who will receive final report<input type="checkbox"/> Determine how report will be disseminated
Designing the Evaluation <ul style="list-style-type: none"><input type="checkbox"/> Review project goals, objectives, and strategies<input type="checkbox"/> Define key terms to establish common lexicon<input type="checkbox"/> Create a logic map<input type="checkbox"/> Identify questions that you want to answer concerning the implementation of the project<ul style="list-style-type: none">o Specify indicatorso Specify methods/measureso Specify benchmarkso Specify how findings will be used<input type="checkbox"/> Identify questions that you want to answer concerning the project's impact<ul style="list-style-type: none">o Specify indicatorso Specify methods/measureso Specify benchmarkso Specify how findings will be used
Data Collection <ul style="list-style-type: none"><input type="checkbox"/> Determine process for collecting and storing data<input type="checkbox"/> Determine format for collecting data<input type="checkbox"/> Pilot data collection<input type="checkbox"/> Determine if changes should be made to collection instrument<input type="checkbox"/> Determine if all data required is being collected<input type="checkbox"/> Continue data collection
Data Analysis <ul style="list-style-type: none"><input type="checkbox"/> Determine how data will be sorted, grouped, and arranged before analysis<input type="checkbox"/> Conduct analysis of data<input type="checkbox"/> Review data analysis to determine findings<input type="checkbox"/> Identify recommendations for action
Reporting <ul style="list-style-type: none"><input type="checkbox"/> Determine format for reporting data<input type="checkbox"/> Write initial report<input type="checkbox"/> Team reviews report before final report is released<input type="checkbox"/> Distribute report to identified recipients
Action <ul style="list-style-type: none"><input type="checkbox"/> Review evaluation results with action team/stakeholders<input type="checkbox"/> Clarify results<input type="checkbox"/> Use results to determine course of action for modifying project

References:

- Killion, Joellen. (2002) *Assessing Impact: Evaluating Staff Development*. Oxford, OH: NSDC.
- Sun, Jeff, et al. (2000) *Planning into Practice*. Tallahassee, FL: SERVE.
- U.S. Department of Education. (1998) *An Educator's Guide to Evaluating the Use of Technology in Schools and Classrooms*. Washington, DC: USED.