

## Evaluation Planning Example – Management Plan (SEIR\*TEC)

<b>Evaluation Activities</b>	<b>Timeframe</b>	<b>Person Responsible</b>	<b>Resource(s)</b>
<i>What evaluation activities will occur?</i>	<i>When will the evaluation activity occur?</i>	<i>Who will be responsible for ensuring the activity occurs?</i>	<i>What resources do you need to do the evaluation?</i>
Evaluation Team Meetings	Monthly	Project Coordinator	<ul style="list-style-type: none"> <li>○ Meeting space and resources for monthly committee meeting</li> <li>○ Web-based document sharing tool, e.g., WebEx</li> <li>○ State and local curriculum</li> <li>○ System to collect electronic lesson plans</li> <li>○ Database software, e.g., Microsoft Access, FileMakerPro</li> <li>○ Rubric for assessing lessons</li> <li>○ Classroom observation instrument</li> <li>○ Data collection hardware, e.g., PDAs, laptops, scanner</li> <li>○ Web-based survey software, e.g., ReMark</li> <li>○ Quantitative data analysis software, e.g., SPSS</li> <li>○ Qualitative data analysis software, e.g., N*VIVO</li> </ul>
Collect baseline data	July	Project Coordinator	
Develop rubrics for lesson plan review	July	Curriculum Specialist	
Identify needs assessments and surveys	July	Project Coordinator	
Pilot instruments	August	Project Coordinator	
Provide training on classroom observation	August	Technology Facilitator	
Develop focus group protocol and questions	August	Project Coordinator	
Collect interim data		Project Coordinator	
○ Needs assessments	September		
○ Surveys	September		
○ Classroom observations	October		
○ Focus Groups	October		
○ Nine-week Grades	Quarterly		
Review progress on meeting benchmarks	December	Evaluation Committee	
Collect end-of-school-year data	May	Project Coordinator	
Analyze data	May	Project Coordinator	
Write report(s)	June	Project Coordinator	
Share results with stakeholders	June	Evaluation Committee	
Make recommendations based on data collected	Monthly	Evaluation Committee	