

Project Evaluation Schedule

Project Name: _____

<i>Action Step</i>	<i>Target Date</i>	<i>Responsibility</i>	<i>Information Source or Comments</i>
PLANNING			
1. Determine purpose and evaluation level of this project.			
2. Review program/intervention, objectives and content.			
3. Identify key stakeholder expectations.			
4. Identify data sets for L-5, L-4 and L-3 measurements (hard and soft) and determine current availability of performance data for these measures.			
5. Identify or develop specific objectives and baseline data for each level of follow-up evaluation.			
6. Determine responsibility for L-1 and L-2 evaluation (course designer, facilitator/instructor, vendor or internal) and how this data will be provided.			
7. Determine methods and instruments to be used and the timing of data collection.			
8. Finalize data collection plan.			
9. Draft data collection instruments (interviews, focus groups, questionnaires).			
10. Review options for scannable or electronic format			
11. Select strategy for isolating the effects of training.			
12. Select strategy for converting data to monetary value.			
13. Identify costs to include in analysis.			
14. Finalize ROI analysis plan.			
15. Field test questionnaire and other instruments and revise as necessary.			
16. Finalize instruments in scannable/electronic format.			
17. Finalize letter to accompany questionnaires and get appropriate executive signature/approval.			

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IMPLEMENTATION			
18. Collect data and tabulate data per Data Collection Plan and ROI Analysis Plan.			
<ul style="list-style-type: none"> • Questionnaire 			
<ul style="list-style-type: none"> • Organization performance records 			
<ul style="list-style-type: none"> • Other 			
19. Tabulate costs of intervention.			
20. Analyze data, isolate and convert.			
21. Develop conclusions and recommendations.			
22. Develop report(s) for target audience(s).			
23. Review draft report(s) with project team.			
24. Present results to target groups.			
FOLLOW-UP REQUIREMENTS			
25. Project critique and lessons learned.			
26. Storage/filing of documentation.			
27. Potential utilization of data reported.			