



# Action Plan Development

---

**Step 1** – Identification of a Need (**WHAT** is our priority?)

---

---

**Step 2** – Identification of a Goal (**WHY** are we doing this?)

---

---

**Step 3** – Identification of Objectives (What are the **MEASURABLE** results?)

1. 

---
2. 

---
3. 

---

**Step 4** – Identification of Timeframes (**WHEN** will the results be obtained?)

**Short Term Results:**

---

**Mid Range Results:**

---

**Long Term Results:**

---



# Evaluation Planning

---

## Common Evaluation Tools:

- |  |  |
|--|--|
| <input type="checkbox"/> Registration forms                      | <input type="checkbox"/> Documented observations                         |
| <input type="checkbox"/> Organizational and/or community records | <input type="checkbox"/> Conversations – quotes & paraphrased statements |
| <input type="checkbox"/> Personal interviews                     | <input type="checkbox"/> Follow-up forms                                 |
| <input type="checkbox"/> Questionnaires                          | <input type="checkbox"/> Self-assessment                                 |
| <input type="checkbox"/> Interview Guides for Interviewers       | <input type="checkbox"/> Tests/formal assessments                        |
| <input type="checkbox"/> Worker journals                         | <input type="checkbox"/> Performance reviews                             |
| <input type="checkbox"/> External documents & records            | <input type="checkbox"/> Portfolios                                      |
| <input type="checkbox"/> Focus groups                            | <input type="checkbox"/> Demographic statistics                          |

## Data Collection:

**WHO** will conduct the evaluation(s)?

- Internal (program coordinator, instructor, other)
- External (partner(s), government representative(s), other)
- Program participants
- Other details: \_\_\_\_\_

**WHAT** will be evaluated?

- Qualitative Data (observations, interviews, other)
- Quantitative Data (number of participants, completion rates, other)
- Other details: \_\_\_\_\_

**WHEN** will evaluation take place?

- Formative (on-going during the (program)
- Summative (upon program completion)

**HOW** will evaluation data be used?

- Written reports
- Analysis of numerical data
- Other details: \_\_\_\_\_