

Assessment Project Planning Form

STEP	WEEK	YOUR PLAN
PREPARATION		PREPARATION
1. <i>Determine what is important to your department.</i> <ul style="list-style-type: none"> • Departmental mission statement • Consider assessment priorities • SALDOs 	1	
2. <i>Define the purpose of the assessment.</i> <ul style="list-style-type: none"> • What do you want to know? 	1	
ASSESSMENT		ASSESSMENT
3. <i>Determine assessment outcomes.</i> <ul style="list-style-type: none"> • Consider appropriate SALDO(s) if relevant? • Utilize CABD model and Bloom's Taxonomy • Test outcomes against 3m's 	2	
4. <i>How does current literature inform your assessment project?</i>	3	
5. <i>Determine what kind of assessment methodology is most appropriate for your outcome. Why?</i> <ul style="list-style-type: none"> • Consider qualitative, quantitative, and mixed methodology 	3	

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6. <i>How can you best measure your desired outcome?</i> <ul style="list-style-type: none"> • Questionnaire • Focus group • Existing data • Other 	3	
7. <i>Determine the best sampling strategy. Ensure the population you are assessing is appropriate to answer assessment question.</i> <ul style="list-style-type: none"> • Random, purposeful, convenience, or other 	4	
8. <i>How will you analyze your data and ensure reliability and validity?</i>	5	
9. <i>Consider ethical issues that may arise during the course of your assessment project. Do you need to seek IRB approval?</i>	4	
10. <i>List special issues/problems you might encounter in conducting your assessment project. How can you address these on the front end?</i>	ALL	
EVALUATION		EVALUATION
11. <i>Describe how you will use the results from your assessment project to improve practice?</i>	4	
12. <i>How will you report the results? To whom?</i>	10	