# Evaluation Action Plan: Design Supplement

After completing the Evaluation Design and Implementation Assessment tool (EDA) and discussing the results with your state team, your state team will be able to identify areas of strength and focused areas of opportunity for improvement in evaluation design. The Evaluation Action Plan Supplement, along with your team’s coach, can help guide your state team through an organized approach to capture strategies for growth in evaluation design and identify concrete next steps.

## Instructions:

1. Convene the state team to identify key areas of opportunity corresponding to the sections of the EDA:
* Logic model (1.1);
* Evidence review (1.2);
* Research questions (1.3);
* Other evaluation plan components (1.4-1.7);
* Data collection (2.1-2.4);
* Analysis plan (2.5-2.6);
* Evaluator selection (3.1-3.3);
* Participant rights (4.1-4.2); and
* Dissemination plan (5.1-5.4)

To be comprehensive, state teams may want to recheck all 22 statements in the EDA in identifying key opportunities.

1. Once the state team has identified the key opportunities, the team should determine whether areas of opportunity can be combined, eliminated, etc. to produce a manageable number.
2. Once a manageable number of areas of opportunity are selected, enter those in the STEP 1 box in the applicable section.
3. As a team, review the information in the STEP 1 box and develop actionable goals. Enter each goal in the STEP 2 box.
4. For each goal your team identifies in STEP 2, complete information in STEP 3 to develop a plan of action.
5. Update the Action Plan as steps and outcomes are completed and consider each goal’s connection with the overall design.

See a partial example of an Action Plan on the next page.

### Example Page | Evaluator Selection Action Plan

| **Step 1 Design challenge (from EDA Section 3).** | **Step 2 List goals that will meet the design challenge.** |
| --- | --- |
| ***EXAMPLE:***3.2 The state team has identified potential third-party evaluators but needs to craft a clear request-for-proposal (RFP) for a proposed evaluation.When these lists are complete, determine whether areas for improvement can be combined, eliminated, etc. to produce a manageable number. | ***EXAMPLE:***To develop the RFP, first determine the purpose of the evaluation, its objectives, and its requirements. When these lists are complete, determine whether goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column. |

Step 3 Then, follow the template below for each GOAL.

| *Key Strategies* | *Activities / Steps* | *Person / Milestone* | *Resources Needed* | *Desired Outcomes* | *Connection with Overall Evaluation Design* |
| --- | --- | --- | --- | --- | --- |
| ***EXAMPLE:**** *Decide on the evaluation purpose*
* *Select objectives*
* *Take stakeholder input on purpose and objectives before finalizing*
 | ***EXAMPLE:**** *Gather examples from similar RFPs*
* *Review potential purpose and objectives and fine tune them*
* *Develop/send poll for stakeholders*
 | ***EXAMPLE:****Persons responsible are Darlene Allman, Ricardo Perez, and Tyrone Wilson**Complete by February 14, 2020* | ***EXAMPLE:**** *Source(s) for purpose/ objectives from similar RFPs*
* *Polling software*
* *Stakeholder availability*
* *WIOA Evaluation Toolkit, pp. 44-48*
 | ***EXAMPLE:****Purpose and objectives are prepared for inclusion in RFP* | ***EXAMPLE:**** *Purpose and objectives reflect the logic model*
* *Purpose and objectives form the basis for constructing the RFP requirements*
* *Purpose and objectives inform how the state team will work with the third-party evaluator*
 |

### Logic Model Action Plan

|  |  |
| --- | --- |
| **Step 1 List areas of opportunity for improvement (from EDA Section 1):** | **Step 2 List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.** |
| When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number. | When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column. |

Step 3 Then, follow the template below for each GOAL.

| *Key Strategies* | *Activities / Steps* | *Person / Milestone* | *Resources Needed* | *Desired Outcomes* | *Connection with Overall Evaluation Design* |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

*(****Step 3*** *continues on the next page)*

| *Key Strategies* | *Activities / Steps* | *Person / Milestone* | *Resources Needed* | *Desired Outcomes* | *Connection with Overall Evaluation Design* |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### Evidence Review Action Plan

|  |  |
| --- | --- |
| **Step 1 List areas of opportunity for improvement (from EDA Section 1):** | **Step 2 List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.** |
| When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number. | When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column. |

Step 3 Then, follow the template below for each GOAL.

| *Key Strategies* | *Activities / Steps* | *Person / Milestone* | *Resources Needed* | *Desired Outcomes* | *Connection with Overall Evaluation Design* |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

*(****Step 3*** *continues on the next page)*

| *Key Strategies* | *Activities / Steps* | *Person / Milestone* | *Resources Needed* | *Desired Outcomes* | *Connection with Overall Evaluation Design* |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### Research Questions Action Plan

|  |  |
| --- | --- |
| **Step 1 List areas of opportunity for improvement (from EDA Section 1):** | **Step 2 List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.** |
| When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number. | When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column. |

Step 3 Then, follow the template below for each GOAL.

| *Key Strategies* | *Activities / Steps* | *Person / Milestone* | *Resources Needed* | *Desired Outcomes* | *Connection with Overall Evaluation Design* |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

*(****Step 3*** *continues on the next page)*

| *Key Strategies* | *Activities / Steps* | *Person / Milestone* | *Resources Needed* | *Desired Outcomes* | *Connection with Overall Evaluation Design* |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### Evaluation Plan Components Action Plan

|  |  |
| --- | --- |
| **Step 1 List areas of opportunity for improvement (from EDA Section 1):** | **Step 2 List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.** |
| When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number. | When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column. |

Step 3 Then, follow the template below for each GOAL.

| *Key Strategies* | *Activities / Steps* | *Person / Milestone* | *Resources Needed* | *Desired Outcomes* | *Connection with Overall Evaluation Design* |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

*(****Step 3*** *continues on the next page)*

| *Key Strategies* | *Activities / Steps* | *Person / Milestone* | *Resources Needed* | *Desired Outcomes* | *Connection with Overall Evaluation Design* |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### Data Collection Action Plan

|  |  |
| --- | --- |
| **Step 1 List areas of opportunity for improvement (from EDA Section 2):** | **Step 2 List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.** |
| When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number. | When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column. |

Step 3 Then, follow the template below for each GOAL.

| *Key Strategies* | *Activities / Steps* | *Person / Milestone* | *Resources Needed* | *Desired Outcomes* | *Connection with Overall Evaluation Design* |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

*(****Step 3*** *continues on the next page)*

| *Key Strategies* | *Activities / Steps* | *Person / Milestone* | *Resources Needed* | *Desired Outcomes* | *Connection with Overall Evaluation Design* |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### Analysis Action Plan

|  |  |
| --- | --- |
| **Step 1 List areas of opportunity for improvement (from EDA Section 2):** | **Step 2 List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.** |
| When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number. | When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column. |

Step 3 Then, follow the template below for each GOAL.

| *Key Strategies* | *Activities / Steps* | *Person / Milestone* | *Resources Needed* | *Desired Outcomes* | *Connection with Overall Evaluation Design* |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

*(****Step 3*** *continues on the next page)*

| *Key Strategies* | *Activities / Steps* | *Person / Milestone* | *Resources Needed* | *Desired Outcomes* | *Connection with Overall Evaluation Design* |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### Evaluator Selection Action Plan

|  |  |
| --- | --- |
| **Step 1 List areas of opportunity for improvement (from EDA Section 3):** | **Step 2 List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.** |
| When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number. | When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column. |

Step 3 Then, follow the template below for each GOAL.

| *Key Strategies* | *Activities / Steps* | *Person / Milestone* | *Resources Needed* | *Desired Outcomes* | *Connection with Overall Evaluation Design* |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

*(****Step 3*** *continues on the next page)*

| *Key Strategies* | *Activities / Steps* | *Person / Milestone* | *Resources Needed* | *Desired Outcomes* | *Connection with Overall Evaluation Design* |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### Participant Rights Action Plan

|  |  |
| --- | --- |
| **Step 1 List areas of opportunity for improvement (from EDA Section 4):** | **Step 2 List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.** |
| When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number. | When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column. |

Step 3 Then, follow the template below for each GOAL.

| *Key Strategies* | *Activities / Steps* | *Person / Milestone* | *Resources Needed* | *Desired Outcomes* | *Connection with Overall Evaluation Design* |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

*(****Step 3*** *continues on the next page)*

| *Key Strategies* | *Activities / Steps* | *Person / Milestone* | *Resources Needed* | *Desired Outcomes* | *Connection with Overall Evaluation Design* |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### Dissemination Action Plan

|  |  |
| --- | --- |
| **Step 1 List areas of opportunity for improvement (from EDA Section 5):** | **Step 2 List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.** |
| When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number. | When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column. |

Step 3 Then, follow the template below for each GOAL.

| *Key Strategies* | *Activities / Steps* | *Person / Milestone* | *Resources Needed* | *Desired Outcomes* | *Connection with Overall Evaluation Design* |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

*(****Step 3*** *continues on the next page)*

| *Key Strategies* | *Activities / Steps* | *Person / Milestone* | *Resources Needed* | *Desired Outcomes* | *Connection with Overall Evaluation Design* |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |