

# SAMPLE EVALUATION PLAN

## **Introduction**

Evaluation is a data-driven process. Our school district has instituted a process by which staff collect and analyze data that will help in making decisions about which elements of our program are working and which need to be improved. Data in this process is both *quantitative* (counts of things) and *qualitative* (narration of things). Our quantitative data comes from professional development evaluations, surveys, needs assessments and network monitoring analyses. Our qualitative data comes from informal conversations, meeting discussions, and observations. There are times where focus groups or special meetings are called in order to obtain opinions, feedback and suggestions.

## **Process**

Evaluating technology initiatives in our school district is an ongoing process that involves some basic steps that are taken by members of the technology planning team, and external evaluators as needed for certain projects. External evaluators may be contracted from the university, as in the case of professional development, or they may be vendor-related if we are evaluating the performance of network equipment. The technology planning team is responsible for monitoring implementation of the overall goals of the plan, as well as the implementation of each strategy and action step. The team meets regularly to chart progress, identify next steps, and adjust the course of action if needed. There are various ways to measure success and completion of each component of a technology plan. Appropriate measures are used for each component. Summary results from each yearly evaluation will be provided to the Board of Education, Strategic Planning Team at the Annual Review meeting and also through newsletters.

## **Summary Matrix**

Because there is not one instrument or one process that is used for evaluating a complex activity like implementation of a technology plan, a summary matrix is a useful way of representing the final data gathered each year. In June of each school year, the technology planning team will submit data to the chair (or her designee) for compilation and analysis. The organization will use this data to make adjustments in the plan, outline activities for the coming year, and acquire resources to accomplish the activities. The format for the summary matrix sets up the various parts of the technology plan to be examined. Guiding questions assist us in evaluating the overall goals of the plan. All together, the matrix is useful in helping us obtain a “snapshot” of progress on our technology planning initiatives.

## **Tools**

A variety of “tools” or resources are used to evaluate the progress and implementation of the various components of our technology plan. These are listed in the right hand column of our Summary Matrix format on the next page.

*This sample is provided by Gratiot-Isabella RESD*

*Other ideas are available from Sun Associates*

<http://www.seirtec.org/P2P.html> and <http://www.sun-associates.com/>

### **Component of tech plan being evaluated**

Overall progress toward learning and technology goals

Overall design of evaluation plan

Infrastructure

Curriculum integration

Professional development

Technical Support

Supporting Resources

Timetable

Cost/Funding  
Coordination of funding resources

Acceptable Use Policy

Communications

Impact on student achievement

Dissemination of evaluation results

### **Helpful tools/resources**

enGauge Framework  
<http://engauge.ncrel.org>

Planning for D3T  
<http://www.ncrel.org>

Specific project reports  
Network monitoring data

NETS standards for students  
Mich Curriculum Framework  
Curriculum reviews  
Gap analysis reports  
Questionnaires/observation

TTI Self-assessment results  
Workshop evaluations  
NETS Standards for teachers

Technician logs  
Anecdotal notes  
Staff survey  
Tech Staffing Guidelines

Inventory record  
REMC resources

Action plan review by team  
Progress reports

Grant reviews  
Budget review & analysis

Continuous evaluation and comparison with model AUPs

Informal feedback  
Review of newspaper stories  
Review of newsletters and other Informational pieces  
Staff/community surveys

Evaluation of student performance on specific projects. Student surveys.

Board of Education  
Strategic Planning Annual Mtg.

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Technology Plan Evaluation Format  
\_\_\_\_\_ School District

District Mission Statement:
Technology Vision Statement:
Specific Technology Goals:
Overall comments on progress made toward the implementation of Technology Plan goals during the _____ school year:

Required Components	Indicators of Success	Progress Toward Goals	Focus Areas for Improvement	Data is gathered by:
Infrastructure				
Curriculum Integration				
Collaboration				
Professional Development				
Technical Support				
Supporting Resources				
Timetable				
Cost/Funding				
Coordination of Funding Resources				
Acceptable Use Policy				
Communications				
Impact on Student Achievement				

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