Step 4: Implement the Evaluation Tool(s)

Critical Path for Evaluation Process

Create your own list or use the templates provided, adjusting as needed. Elements to consider in your critical path include:

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| --- | --- | --- | --- |
| √ | Date | Task (if required) | Lead |
|  |  | 1. Test out a draft evaluation tool with your Planning Committee, colleagues and/or individuals with no related experience with your draft |  |
|  |  | 1. Distribute the finalized evaluation |  |
|  |  | 1. Organize technological support (e.g., software, courseware, web links, whiteboard, computers, cables, speaker phones, mobile devices, audio-recorders, projection equipment) |  |
|  |  | 1. Reserve location and refreshments if a focus group, ensuring accessibility for people with different abilities |  |
|  |  | 1. Arrange human resources (e.g., who will be facilitating, managing technology behind the scenes, inputting/reviewing/collecting responses/data?) |  |
|  |  | 1. Access flip charts, pads made of recycled paper, handouts of questions, markers that are nontoxic and unscented, pens/pencils |  |
|  |  | 1. Provide pitchers of water and glasses on tables |  |
|  |  | 1. Identify directions to parking areas, public transportation |  |
|  |  | 1. Thank respondents for participating in the evaluation |  |
|  |  | 1. Other |  |