



Plan: Develop Goals, Objectives, Outcomes

A good place to start is (re)defining goals, outcomes and objectives. This could be divisional, departmental, or programmatic. It is also where we align with our mission, vision, and values.

Prepare: Determine methods and measures to us

At this stage, you will need to determine what evidence needs to be collected and how to collect it. Review all the considerations and prepare to design any assessment tools as necessary.

Implement: Collect data using your assessment tools

Time to implement your assessment and collect the data. Ensure the data is collected and stored in a secure place to be reviewed at a later date.

Analyze: Summarize and interrupt results

Determine the type of analysis you will use on your data. Create a summary of your findings and make sure to highlight insights that may lead to further improvements.

Share: Report and share results with stakeholders

Create a report with your findings tailored to each stakeholder group. Your report should drive the narrative and lead the group to a certain conclusion or call to action. Results should NOT be passive.

Improve: Create action plan and execute changes

Review the results with your team and stakeholders. Devise an action plan based on the results. Determine what needs changed who is in charge of implementing those changes.

Reflect: Evaluate plan and revisit goals

Evaluate your assessment plan. If there were certain results that weren't valuable or a part of the assessment that was unmanageable/did not give intended results, revise and begin cycle again.