

ACTION PLANNER TOOL 12— EVALUATION PLANNER

Instructions: Fill in the name(s) of the person(s) completing the tool and the date of the final version. Indicate the organization level. In column one, list the PD goals you are evaluating. In column two, list the activities associated with each PD goal. In column three, indicate the measures of success for each activity (see the needs assessment section and Tool 7). Consider results (does activity help you meet PD goals) and process (speaker quality, etc). In column four, describe how you will gather data for these measures. Include both the sources of data and the method (e.g., students via questionnaire). In columns five through seven, indicate who will gather and report data (as well as who might provide assistance), when it will be gathered, and who will ensure that results are used to improve PD.

Name(s): _____ Date: _____

Level (check one): District School Team

PD Goal	Activities	Measures of Success	Data Sources and Gathering Method	Who Will Gather and Report?	When?	Who Will Lead Improvement Planning?
<i>Example: Staff will learn and use gifted-reader instruction techniques to sustain high achievement levels of gifted readers</i>	<i>ABC gifted program for reading instructional team</i>	<i>% top scorers maintain/increase scores; staff knowledge; frequency, quality of staff use of ABC</i>	<i>Test score statistics; peer observation, team leader observation, team report to principal</i>	<i>Team leader; principal</i>	<i>Test scores mid- and end of year; observation, team report October, February</i>	<i>Team leader; may ask principal for facilitation assistance</i>

