**Evaluation Process Task Timeline**

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| Task  | Action | PersonResponsible | When? | Notes |
| 1 | Review evaluation process and complete:* Evaluation Team Composition Worksheet
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| 2 | Contact/recruit Evaluation Team members and set first meeting date |  |  |  |
| 3 | Gather materials for evaluation work:* Project proposal or existing technology plan
* Evaluation process materials and tools
 |  |  |  |
| 4 | Initial Evaluation Team meeting to:* Review/clarify indicators
* Review/clarify data collection questions
* Develop data collection expectations and timeline
 |  |  |  |
| 5 | Train team members (or others) in data collection procedures and methodology |  |  |  |
| 6 | Collect data |  |  |  |
| 7 | Evaluation Team meeting(s) to:* Analyze data/create findings
* Assign writing responsibilities
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| 8 | Write and assemble draft |  |  |  |
| 9 | Evaluation Team meeting to review draft and assemble final report |  |  |  |
| 10 | Present final report |  |  |  |