**Evaluation Process Task Timeline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Action | Person  Responsible | When? | Notes |
| 1 | Review evaluation process and complete:   * Evaluation Team Composition Worksheet |  |  |  |
| 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 |  |  |  |
| 8 | Write and assemble draft |  |  |  |
| 9 | Evaluation Team meeting to review draft and assemble final report |  |  |  |
| 10 | Present final report |  |  |  |