

## Evaluation Team Composition Worksheet

To create and conduct your technology evaluation, you need a committee composed of educational stakeholders *who will actively work* to help create the evaluation. These individuals should be the stakeholders to the project or initiative you are evaluating.

Remember:

- If you are conducting a district-wide technology “audit” or evaluation, your evaluation team should represent **all** aspects of your school community. This means, it must include teachers (from a variety of grades and subject areas), administrators, parents, community members (e.g., business people), and perhaps students.
- If you are evaluating a particular project or initiative, your evaluation team should contain representatives of all groups who have produced and implemented the project *as well as* the users of your project.
- Do not “stuff” your team with figureheads who are not willing to actually work on the plan.
- The evaluation process includes many different tasks. You need writers, curriculum people, infrastructure people, people who are good with budgets, and policy people.

	<b>Teachers</b>	<b>Administrators</b>	<b>Parents</b>	<b>Others</b>
<b>Curriculum &amp; Instruction</b>				
<b>Professional Development</b>				
<b>Infrastructure</b>				
<b>Process Tasks</b> (editing, calling meetings, etc.)				

