

PROGRESSION OF AN ASSESSMENT PROJECT

Step	Description
Consult	Understand the major activities and associated outcomes and performance indicators. Choose one outcome that is especially salient for assessment, or that the department is especially interested in or needs measuring.
Design Assessment	Scan the relevant literature for guidance and context Choose between various data collection methods. Submit IRB application (if appropriate). Make a task list and corresponding timeline for the project.
Implement	Pilot on small scale if needed.
Assessment Plan	Gather/collect data. Develop an innovative and effective marketing and incentive plans to increase participation and mitigate survey fatigue.
Analyze Data	Analyze data, notice patterns, draw inferences. Ask what may explain the patterns.
Share Findings	Report data conclusions and implications within department and division. Report data and implications to public (journals, presentations, conferences).
Make data-driven decisions	Adjust outcome parameters. Apply departmental improvements. Track findings in division's reporting system.
Debrief	Debrief on assessment plan. Seek ways to improve on the steps in the process. Decide on a different outcome to assess or plan to gather more data on the same outcome again.
