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| --- | --- | --- | --- | --- | --- |
| **What is being measured?** | **Data Collection Method** | | **Advantages** | | **Disadvantages** |
| *E.g.: Student retention issues* | *Survey sent to students who dropped out of the program* | | *Can possibly find out contributing factors as to why the student left; can inform process changes* | | *Labor-intensive; may not have contact information for past students* |
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| **Improvement Objective:** Describe the improvement objective that will be evaluated. | | | | | |
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| **Measurement:** Describe the measures. Are data available for these measures currently? Is there a baseline? | | | | | |
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| Expected Results: What level of change does the team consider to be a promising indicator of the desired change? | | | | | |
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| Data Collection Requirements: What data must be collected to evaluate the results for this improvement objective? | | | | | |
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| Evaluating the Contribution of the Solutions: How will the team evaluate the extent to which the change are related to the solutions, rather than other factors? | | | | | |
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| **Improvement Objective:** Describe the improvement objective that will be evaluated. Complete this tool for each such objective. | | | | | |
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| **Evaluation Measure:** List the measures that were used to evaluate progress on the objective. | | **Results:** Describe the results for each measure, based on the data collection steps. | | **Evaluation:** Do the results for the measure meet the objectives or expectations of the team? | |
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| **Overall Evaluation:** Based on the results for each of the evaluation measures above, what is the consensus of the team regarding the extent to which the process changes resulted in desired improvements in results? | | | | | |
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