ASSESSMENT PLAN WORKSHEET

## Foundational Information

1. **Departmental Mission:**
2. **Specific Program/Service Description:**
	* Describe key functions
	* Populations served
3. **Program/Service Outcomes:**
	* Objectives should be measurable, meaningful, and manageable
	* Objectives should be connected to the departmental mission
	* Include student learning outcomes and program outcomes as they relate to objectives

## Project Specifics

1. **Project Title:**
2. **Purpose of the project:**
3. **Assessment method:**
4. **Timeline/frequency:**
5. **Population/Sample to be assessed:**
6. **Special challenges to this assessment:**

## Post-Assessment Considerations

1. **Assessment Evaluation:**
* Describe how you will analyze the data
1. **Method of reporting/sharing data:**
2. **With whom data will be shared:**
3. **How data will be used to improve current practice:**

## Questions to Address after Data is Collected

1. **What are the implications of the data?**
2. **What gaps exist? What information is needed in the future?**
3. **What actions were taken as a result of the data?**
4. **How can assessments be improved in the future?**