# Assessment Plan Template

**This template** is a **guide** to the **development** of an **outcomes-based** assessment **plan and** may **be formatted** or **arranged** as **needed. However,** the use of all elements makes **for the** most **comprehensive and supportable** assessment **plan.**

**Department/Program/Activity** Name

* List **the primary** contact person for this assessment **plan and his/her** contact information

## Department/ Program/Activity Mission or Purpose

* A **concise** statement about **the mission** or purpose

Goals and/or **Objectives**

* **Broad, general** statements about what the **department,** program, or **activity** is to **accomplish** for its stakeholders
* Articulate or at **least** consider **how** the **goals/objectives align** with the department, **division,** and

**college** or **university's** mission

* **Identify** your **stakeholders and, if applicable,** how **they** were **involved** in **drafting** your

## goals/objectives

Outcomes

* **Detailed, specific** and measurable statements that are **derived** from the **goals** and **articulate** what

**the end result of an activity,** course or program is.

* Include student learning, program, process and performance outcomes as appropriate

**Strategies** for Delivering Outcomes

* Provide a statement of **the strategies** used to produce the outcomes **(workshops, lectures,** service learning activities, program development, **etc.)**

## Assessment/Evaluation Methods

* Provide a statement of the methods used to evaluate **each** outcome
* **Use** a **variety of methods** (qualitative and quantitative, direct and indirect)
* **include** the **criteria** or **indicators** of success for each outcome
* Add **limitations, if necessary**

**Implementation** of Assessment Process

* Identify who is responsible for each step in **the evaluation** process
* **Consider** resource implications **time.** money, **staff**
* **Outline** the **timeline** for **implementation**
* Identify **who** or what will be evaluated
* Identify other programs who are **assisting** with the **evaluation,** if appropriate
* Identify **who** is the **intended** user of the **data** that will be c-0llected

Results

* **Summarize** the **results for each** outcome
* Summarize the process used to **collect** and **analyze** the data

**Decisions** and Recommendations

* **Summarize** the decisions/recommendations made for each outcome
* **Identify** the groups who **participated** in the discussion of the evidence that **led** to the

## recommendations and decisions

* Summarize the **suggestions for improving** the assessment process
* Identify when **each** outcome will **be** evaluated **again** (if **the** outcome is to be **retained)**
* **Identify** those **responsible** for **implementing** the **recommended changes**

**Adapted** from the **Scholarship** of Assessment Think **Tank, Template for** Evidence-Based **Decision-Making,** Texas

A&M **University**. **Updated**