

## Assessment Project Template

### Project Team

**Describe the service/project being assessed** (What is it? Who does it serve? Who is involved?)

**Identify the outcome to assess** (What should someone be able to do/know as a result of this service/project?)

**Determine the goal of the assessment project** (Learn more about the service? Make a decision?)

Questions/Data needed to assess outcomes	Data already available

**Additional data needed**

**Assessment method** (surveys, focus groups, user testing, etc)

**Deployment plan** (timeline, roles)

**Analyze data**

**Assessment results** (how does it compare to the desired outcomes?)

**Act on results** (what are you going to do now? Refer to assessment goal)

**Communicate results** (how will you share what you have done?)

# ASSESSMENT PROJECTS

**LibQUAL**

**Assessing Online Chat Reference**

**Pop-up Services**

# WHAT COMES NEXT?

**Build Assessment Resource Hub**

**Build Staff Capacity**

**More Assessment Projects**

# I WANT TO HEAR FROM YOU!

**Bring it on! Comments, Questions,  
Criticism**

**Join the Bay Area Assessment  
Community!**

# CITATIONS

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**THANKS!**

**Thanks!**

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