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?)

<table>
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<tr>
<th>Questions/Data needed to assess outcomes</th>
<th>Data already available</th>
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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?)
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

THANKS!

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