

## School Multi-year Technology Program - Evaluation Management Plan

Evaluation Activities	Timeframe	Person Responsible	Resource(s)
<i>What evaluation activities will occur?</i>	<i>When will the evaluation activity occur?</i>	<i>Who will be responsible for ensuring the activity occurs?</i>	<i>What resources do you need to do the evaluation?</i>
Evaluation Team Meetings	Monthly	Principal	Meeting space and resources for monthly committee meetings
Identify/develop needs assessment and survey instruments, and feedback forms	July	Project Coordinator	Committee to work with Project Coordinator to review, identify, and/or develop necessary instruments and forms and protocols for using them
Pilot instruments	August 5th		Dedicated computer and access to Internet for taking online surveys, etc.
Collect baseline data	August 30th		
Develop rubrics for lesson plan review	July	Curriculum Specialist with Technology Facilitator	State and local curriculum System for collecting and storing lesson plans
Technology installation dates	July August	Technician	Technology Plan Purchase Orders
Trouble-ticket tracking	Monthly		System for tracking trouble tickets
Analysis of lab, mobile cart, and media center schedules	Monthly	Technology Facilitator	System for tracking schedules

Note: The evaluation activities for the Evaluation Management Plan are taken from the Methods/Measures/Data Sources column of the strategies and objectives worksheets. Activities, although appearing multiple times on the objectives and strategies worksheets, need not be listed multiple times on the Evaluation Management Plan.

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Collect interim data; Interim data analysis; Reporting to Evaluation Committee: <ul style="list-style-type: none"> <li>• School Technology Needs Assessment (STNA) survey</li> <li>• Looking for School Technology Integration (LoFTI) observation</li> <li>• School-developed survey of staff and STS participants</li> <li>• Professional Development Questionnaires (PDQs)</li> <li>• School-developed Technology Facilitator feedback form</li> <li>• School-developed Curriculum and Instructional Technology feedback form</li> <li>• School-Family-Community Partnership survey</li> </ul>	August 30 May 30  Monthly  Monthly  After every PD event  Each nine weeks  Each nine weeks  August 30 May 30	Project Coordinator	Training on using observation protocol  Data collection hardware, e.g., PDAs, laptops, scanner  Software for storing, sorting, and synthesizing data, e.g., database and spreadsheet software, and qualitative and quantitative data analysis software
Online professional development tracking system	Each nine weeks	Principal	Reports from system

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Review of PGPs	Each nine weeks	Principal	Initial PGP, reports from online PD system, observations, lesson plan portfolio
“Tech Plan Fair” and Community Computer Night sign-in sheets	After event	Technology Facilitator	Sign-in sheets
Review progress on meeting benchmarks	At the monthly Evaluation Committee meeting following each data collection and analysis period	Evaluation Committee	Evaluation plan and data reports
Make recommendations based on data			
Collect end-of-year data	May	Project Coordinator	Data collection hardware, e.g., PDAs, laptops, scanner  Software for storing, sorting, and synthesizing data, e.g., database and spreadsheet software, and qualitative and quantitative data analysis software
Analyze data	May		
Write report(s)	June		
Share results with stakeholders	Quarterly School Board Meetings and PTOs; annually to funding agency		