

## Developing an Evaluation Plan

**(This is an example of a comprehensive evaluation plan. You will note that this group took the approach of matching each evaluation question with specific program goals and objectives. When you write your evaluation plan, you must be sure to articulate how each goal and corresponding objectives will be assessed. It is recommended to write out each objective followed by how it will be assessed. In the example provided, this program relied heavily upon the results of a participant survey. Consider other evaluation methods:**

- **Observation tools**
- **Supervisor/Expert surveys**
- **Interviews**
- **Peer evaluations**

### Evaluation Plan Example

Part One: There will be a survey sent out to each participant to fill out. Each question is related to our Goals and Objectives to make sure we met each Goal and Objective. Depending on the outcome of the survey will determine if each Goal and/or Objective was met. This will be determined after the program and to be announced during the post-briefing.

1. Overall, did you have a good time during our program?

This question is related to Goal 1: For all students to enjoy themselves in a fun and exciting environment. It will be measured on a scale of 1-5, 5 being the best. Given the evaluation score will determine if the participants had a good time or not.

2. Do you feel the facilitators were as pumped up about the program as you were?

This question is related to Objective 1: For the facilitators to have a lot of energy in the program so the participants are pumped about the competition. It will be measured on a scale of 1-5, 5 being the best. Given the evaluation score will determine if the participants felt the facilitators were excited about the program and if that affected them being excited as well.

3. When you were not playing, did you still enjoy yourself?

This question is related to Objective 3: For those that are not playing at the time to still be enjoying themselves otherwise. This will be measured on a scale of 1-5; 5 being the best. Given the evaluation score will determine if there was enough going on besides the actual game to keep the participants entertained at all times.

4. Do you feel that each person had an equal opportunity of winning?

This question is related to Objective 2 and 3 from Goal 2: 2: To ensure there is no cheating and the judging is fair. 3: To make sure there is no suspicious activity during the program that would bring up a red flag. Both will be measured on a scale of 1-5; 5 being the best. Given the evaluation score will determine if the participants felt that they won or lost fairly and all judging was fair.

5. Did you feel secure within the Bonnie during the tournament?

This question is related to Goal 2 and Objective 1 of Goal 2: Goal 2: For students to feel safe and secure during the program both physically and emotionally. Objective 1: Make sure the Bonnie is secured in the proper manor for the program. This will be answered on a Yes or No basis. We will count how many yes's to no's there are the determine if the students felt safe during the program this is important because it relates to the Risk Management Plan.

6. Did you think the facilitators held themselves in a professional manor?

This question is related to Goal 3 and Objective 1 of Goal 3. Goal 3: Promote our class in a professional manor so others are impressed with our professionalism. Objective 1: To make sure that those in the class are participating in professional manor. This will be answered on a Yes or No basis. We will count how many yes's to no's to determine if the participants think that the facilitators were professional around them.

7. Have you learned throughout this program what the purpose of our class is and we do programs like this?

This question is related to Objective 3 from Goal 3: -To inform others about our workshop class and why it is important to us. This will be answered on a yes or no basis. We will count how many yes's to no's to determine if the participants were informed anyway about our workshop class and why we do programs such as this one.

8. If you could change one thing about the program, what would you change?

This question is not related to any of the goals and/or objectives it is for the sole purpose to see what we could improve on for the next program. This is an open ended question, hoping the participants will answer it thoroughly so we can get a better understanding of what we can work on next time.

9. What was your favorite part about the program today?

This question is not related to any of the goals and/or objectives it is for the sole purpose to see what the participants enjoyed about the program. This is an open ended question hoping the participants will answer it thoroughly so our class could take this advice and try to use the positive feedback on our next programs.

10. If this program was put on again, would you attend?

This question is not related to any of the goals and/or objectives. This will be answered on a yes or no basis. We will count how many yes's to no's to determine if the program was successful enough and the participant agrees that they would come back and do the program again.

Part Two: The final part of the evaluation plan is related to Goal 3; Objective 2: To not have one person sitting around at any time. This will be evaluated by the supervisors of the program Rob and Carly with the opinions of the other class mates. It also could have the potential to affect their overall evaluation in the end given by their peers.

See appendix A for sample of participant survey

See appendix B for sample of supervisor observation form