Evaluation Plan Graphic Organizer

Maya Tayake

Pre-course evaluation	
1. Budget	**Data collection**
1. Is the current performance efficiency rate captured in the contribution margin? (Yes / No)	Quantitative
2. Is the cost estimate calculated and submitted to the leadership team? (Yes / No)	Quantitative
3. Is the training cost within the budget? (Yes / No)	Quantitative
4. Is the cost estimate captured in the budget review document? (Yes / No)	Quantitative
5. Did the leadership team signed off on the training? (Yes / No)	
2. Needs Assessment	**Data collection**
1. Are the stakeholders identified? (Yes / No)	
2. Is the needs analysis (business needs, job performance needs, training needs, and individual needs) complete? (Yes / No)	Mixed-method
3. Is the desired outcome (stakeholders' expectations) clearly defined? (Yes / No)	Mixed-method
4. Is the desired outcome reviewed and approved? (Yes / No)	
5. Are instructional design models (ADDIE and New World Kirkpatrick models) appropriate for the training? (Yes / No)	
6. Is the constructivist approach to teaching appropriate to meet the desired outcome? (Yes / No)	
3. Technology	**Data collection**
1. LMS license required? (Yes / No)	
2. Microsoft Office 365 license required? (Yes / No)	
1. Microsoft SharePoint license required? (Yes / No)	

2. Microsoft Teams license required? (Yes / No)	
3. Additional technology and media access required? (Yes / No)	
4. Analysis (ADDIE model)	**Data collection**
1. Will the training fix the performance issue? (Yes / No)	
2. Will the training positively impact the financial bottom line? (Yes / No)	
3. Are learner characteristics clearly defined? (Yes / No)	Qualitative
4. Is the context analysis complete? (Yes / No)	Qualitative
5. Are learning targets and objectives defined? (Yes / No)	
6. Does the desired outcome aligns with the learning goals and objectives? (Yes / No)	
7. Are learning goals and objectives reviewed and approved? (Yes / No)	
5. Design (ADDIE model)	**Data collection**
1. Are learning objectives measurable? (Yes / No)	
2. Are learning objectives observable? (Yes / No)	
3. Are the intended engagements align with the constructivist approach to teaching? (Yes / No)	
4. Are the intended engagements align with learning goals and objectives? (Yes / No)	
5. Is the course blueprint created? (Yes / No)	
6. NWK model	**Data collection**
1. Level 1: Pre-course, in-course, and post-course reaction level (satisfaction, engagement, relevance) assessment form created? (Yes / No)	
2. Level 2: Pre-course, in-course, and post-course learning level (knowledge, skills, attitude, confidence, commitment) assessment form created? (Yes / No)	

3. Level 3: Pre-course, in-course, and post-course behavior (required drivers) assessment form created? (Yes / No)	
4. Level 4: Pre-course, in-course, and post-course results (leading indicators) assessment form created? (Yes / No)	
7. Development (ADDIE model)	**Data collection**
1. Does the content reflect real-life problems? (Yes / No)	
2. Are the content challenging enough for the learners? (Yes / No)	
3. The learning materials do not infringe on the rights of copyright holders? (Yes / No)	
4. Are lessons divided into manageable chunks? (Yes / No)	
5. Does the content gradually laying the knowledge through reflection, analysis, and application? (Yes / No)	
6. Is the technology give learners a place to interact socially and cognitively process what they have learned each week? (Yes / No)	
7. Are the quizzes designed to measure the knowledge, understanding, and skills necessary to perform the objectives? (Yes / No)	
8. Are learning materials (video) created? (Yes / No)	
9. Are learning materials (video) reviewed and approved? (Yes / No)	
10. Is the content presented to students with visual and auditory elements for all learning preferences? (Yes / No)	
11. Does the course follow the course blueprint? (Yes / No)	
12. Are grading rubrics created? (Yes / No)	
13. Are formative and summative assessments for the course developed? (Yes / No)	
14. Did stakeholders reviewed and approved the course content and implementation plan? (Yes / No)	

8. Implement (ADDIE model)	Data collection
1. Is a pilot test prepared? (Yes / No)	
2. All the media and technology tested? (Yes / No)	
3. Is the pilot test conducted? (Yes / No)	
4. Is feedback collected from the pilot testers and corrections made if necessary? (Yes / No)	Mixed-method
5. Is the delivery method appropriate for learners' performance context? (Yes / No)	
6. Is the New World Kirkpatrick model pre-course assessment performed? (Yes / No)	Mixed-method
During course evaluation	
1. Formative assessments of the course	**Data collection**
1. Does the course flow as intended? (Yes / No)	Mixed-method
2. Are learners receiving reassurance and reinforcement? (Yes / No)	Mixed-method
3. Are learners collaborating effectively on group projects as a team? (Yes / No)	Mixed-method
4. Is sufficient collaboration and interaction included in the course? (Yes / No)	Qualitative
5. Is the quantity and timing of peer and instructor feedback enough to help students achieve the course goals and objectives? (Yes / No)	Qualitative
6. **Quiz:** Is there a threshold of learners answering correctly? (Yes / No)	Mixed-method
7. **Discussion:** Are most learners successfully performing the task? (Yes / No)	Mixed-method
8. **Discussion:** Is the process broken down into smaller chunks? (Yes / No)	Qualitative

9. **Group project:** Are the completed percentage satisfactory? (Yes / No)	Mixed-method
10. **Group project:** Are the completed percentage on time? (Yes / No)	Mixed-method
2. Chickering & Gamson's Principles	
1. Is there communication conducted between the learner and the instructor? (Yes / No)	Qualitative
2. Are communications adequate and meaningful? (Yes / No)	Qualitative
3. Based on the model of engagements, are learners interacting? (Yes / No)	Qualitative
4. Does the course promote active learning? (Yes / No)	Qualitative
5. Is the feedback meaningfully detailed and prompt? (Yes / No)	Qualitative
6. Has an instructor run reports on LMS to check student activities and time spent on assignments? (Yes / No)	Qualitative
7. Has an instructor emphasized learners' time on track? (Yes / No)	Qualitative
8. Are expectations communicated to students throughout the course? (Yes / No)	Qualitative
9. Does the course accommodate diverse learning? (Yes / No)	Qualitative
3. Summative assessments of the course	**Data collection**
1. Did the instruction meet the expectations of the learner and the program? (Yes / No)	Mixed-method
2. Did the instructor meet the expectations of the learner and the program? (Yes / No)	Mixed-method
4. NWK model	**Data collection**
1. Level 1: In-course reaction level (satisfaction, engagement, relevance) assessment performed? (Yes / No)	Mixed-method

2. Level 2: In-course learning level (knowledge, skills, attitude, confidence, commitment) assessment performed? (Yes / No)	Mixed-method
3. Level 3: In-course behavior (required drivers) assessment performed? (Yes / No)	Mixed-method
4. Level 4: In-course projected results (leading indicators) assessment performed? (Yes / No)	Mixed-method
Post-course evaluation (long-term outcome)	
1. Evaluate (ADDIE model)	**Data collection**
1. Follow-up assessment of the course performed? (Yes / No)	Mixed-method
2. Did the learners meet the learning targets and objectives? (Yes / No)	Mixed-method
3. Did the learners meet the desired outcome? (Yes / No)	Mixed-method
4. Did the learners become more efficient? (Yes / No)	Mixed-method
5. Has the contribution margin increased after the training? (Yes / No)	Quantitative
6. Did the course provide authentic assessments? (Yes / No)	Mixed-method
7. Were students satisfied that the learning activities helped them achieve their learning or performance objectives? (Yes / No)	Mixed-method
2. NWK model	**Data collection**
1. Level 1: Post-course reaction level (satisfaction, engagement, relevance) assessment performed? (Yes / No)	Mixed-method
2. Level 2: Post-course learning level (knowledge, skills, attitude, confidence, commitment) assessment performed? (Yes / No)	Mixed-method
3. Level 3: Post-course behavior (required drivers) assessment performed? (Yes / No)	Mixed-method

4. Level 4: Post-course results (leading indicators) assessment performed? (Yes / No)	Mixed-method
3. Six Sigma DMAIC process	**Data collection**
1. Has student success being clearly defined? (Yes / No)	Mixed-method
2. Has student performance measured? (Yes / No)	Mixed-method
3. Has data been analyzed using appropriate and evidence-based methods that are ethically sound? (Yes / No)	Mixed-method
4. Has the course been improved? (Yes / No)	Mixed-method
5. Has the process been controlled? (Yes / No)	Mixed-method