## Checklist for Assessment Planning

<table>
<thead>
<tr>
<th>Step</th>
<th>Considerations</th>
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| 1. Identify the purpose of assessment | - Who is driving this?  
  - What is the need?  
  - Who will be impacted? |
| 2. Determine where to obtain information | - Are there existing campuses databases?  
  - Are there other assessments being conducted? |
| 3. Determine the appropriate assessment method | - Will the assessment be used to evaluate mid-program?  
  - Will the assessment be used to evaluate a program after it is finished? |
| 4. Determine whom to study | - What is the population of study?  
  - Can a sample be taken? |
| 5. Determine how data will be collected | - Can information be collected in person?  
  - Should online methods be used to reach more people?  
  - What resources are available to collect data? |
| 6. Determine what instruments will be used | - Are you collecting qualitative, quantitative, or mixed data?  
  - How large is the sample and population?  
  - Given your campus environment, would certain instruments be less likely to succeed? |
| 7. Determine who should collect the data | - Are you the sole person available to collect data?  
  - Can you employ student workers or other campus staff to assist?  
  - If conducting interviews or focus groups, who would be the most appropriate to run those taking into consideration bias and skill? |
| 8. Determine how and who will analyze the data | - Do you have software available to help with data analysis?  
  - Who has advanced statistical skills to assist with analysis? |
| 9. Determine how results will be communicated | - What audiences will be interested in the outcomes of the assessment?  
  - How do they prefer to receive information? |
| 10. Determine what will be done with results | - Will the results affect future programming?  
  - Will the results impact the future of the office or department?  
  - Will the results be publicized?  
  - Where will the results be stored after completion of the assessment? |
| 11. Establish a complete timeline for the assessment | - Are all parties aware of the timeline?  
  - Is each step of the assessment process being given adequate time? |