

WORKSHEET: EVALUATION TIMELINE

Use this template to create a rough timeline of program and evaluation activities; you may also want to add school data availability or assessment dates as appropriate. See reverse for an example timeline.

Program Activities									
Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Evaluation Activities									

Example

Ongoing: Conduct programming												
Recruitment and enrollment of program participants			Planning for 2 nd semester				Plan for summer and future school year programming					
Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June			
Pre-evaluation activities <ul style="list-style-type: none"> • Staff training • Parental consent for evaluation activities 			Progress Monitoring <ul style="list-style-type: none"> • YPQA self- and external assessments • Summarize program attendance data from 1st semester • Check end-of-semester grades and Early Warning Indicators • DESSA-Mini mid-year check-in 				End of Year Data Collection <ul style="list-style-type: none"> • DESSA-Mini End-of-Year • Full DESSA for Highest Need (End-of-Year) • Youth Engagement, Skills, and Beliefs Survey 			Share End of Year Data with Staff and Stakeholders <ul style="list-style-type: none"> • Compile program assessment results • Access 2nd semester school data when available 		
Ongoing: Monitor program attendance and other process indicators												

Example of school-year calendar showing program activities and core evaluation activities (blank version on the reverse)