NOAA California B-WET Program
Work Plan & Timeline Schematics

The timing of data gathering is an important part of an evaluation plan. To develop a work plan you must consider the timing of your project, the needs of your audience and your research design (experimental, quasi-experimental or non-experimental), which is based on the conclusions you're trying to make about your project. (For more information about research designs, visit Research Methods at http://www.socialresearchmethods.net/kb/destypes.php.

Below are several work plans and timelines.

Example 1: Teen Program Evaluation Plan

What follows is a schematic for evaluation instrument use during a three-week teen education program.

Timing *Task*	Week 1 Monday a.m.	Week 2 Wed. p.m.	Week 2 Thursday a.m.	Week 3 Thursday p.m.
pre/post survey	• pre-survey, including content test			• post-survey, including content test
peer-evaluation of poster presentations		• teens develop eval tool (with help of staff)	• poster session visitors provide feedback via the eval tool	

Example 2: Teacher Program Evaluation Plan

What follows is a schematic for evaluation instrument use during a one-week teacher professional development program and follow-up with teachers during the school year.

Timing *Task*	Summer Week 1 Monday a.m.	Summer Week 1 Friday p.m.	early February Follow-Up	late May Follow-Up
pre/post survey	• pre-survey, include prior knowledge test	• post-survey, incl. satisfaction with program, post knowledge test & intended use of materials		
follow-up survey			• survey on actual use of materials	• survey on actual use of materials

Example 3: Community Program Needs Assessment Timeline
What follows is a projected timeline for a needs assessment of a community-based teacher training project.

Timing Task	Oct. - Dec. 20XX	Nov. - Dec. 20XX	Jan. & Feb. 20XX	Mar. - May 20XX	June - Sept. 20XX
start project	• finalize the evaluation plan • conduct literature review				
data collection from community stakeholders	• identify key stakeholders • set up interview dates	• conduct interviews and/or online survey	• send thank yous		
data collection from teachers		• select host sites • set up meeting dates	• develop focus group protocols • select teachers and invite to participate	• coordinate with host sites • conduct focus groups at host sites	• send thank yous to hosts and teachers
report findings				• begin analyzing data	• analyze data • write and deliver report