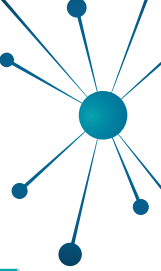


Evaluation Action Plan: Evaluation Readiness

After completing the Evaluation Readiness Assessment tool (ERA) and discussing the results with your state team, your state team will be able to identify areas of strength and focused areas of opportunity for improvement in evaluation. The Evaluation Action Plan tool, along with your team's coach, can help guide your state team through an organized approach to capture strategies for transformation and identify concrete next steps.

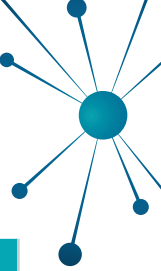
Instructions:

1. Convene the state team to identify the key areas of opportunity based on your state team's responses to the five components of the ERA. Focus on statements in the ERA where your team chose a lower rating, such as "Not at all" or "Making progress, but a long way to go."
 1. Evaluation Culture and Awareness;
 2. Funding Strategies;
 3. Data Management;
 4. Staff Skills, Capacity, and Knowledge; and
 5. Strategic Planning
2. Once the state team has identified the key areas of opportunity, the team should determine whether areas of opportunity can be combined, eliminated, etc. to produce a manageable number. Your team does not have to identify areas of opportunity for all five components of the ERA.
3. Once a manageable number of areas of opportunity are selected (e.g., 3-7), enter those in the STEP 1 box of the Evaluation Action Plan.
4. As a team, review the information in the STEP 1 box and develop strategies for attaining an ideal/fully acceptable state relative to each of the areas of opportunity for improvement. Enter each strategy in the STEP 2 box.
5. For each strategy your team identifies in STEP 2, complete information in STEP 3 to develop a plan of action.
6. If needed, add additional rows to the table in STEP 3.
7. Update the Action Plan for each strategy as steps and milestones are achieved until each strategy is complete.



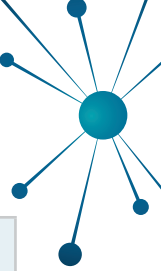
Example Page | Evaluation Action Plan

Step 1	Areas of opportunity for improvement:		Step 2	Strategies to attain an ideal/fully acceptable state for each area of opportunity for improvement:		
<i>EXAMPLE:</i> The state agencies represented on our team have modest in-house research and evaluation staff resources. When these lists are complete, determine whether areas for improvement can be combined, eliminated, etc. to produce a manageable number.			<i>EXAMPLE:</i> To extend in-house research and evaluation staff resources, first determine staffing budget and skill levels of current staff. When these lists are complete, determine whether strategies can be combined, eliminated, etc. to produce a manageable number.			
Step 3	Then, follow the template below for each Key Strategy.					
Key Strategies	EDA Component(s) (select one or more)	Activities / Steps	Responsible Person(s) / Program(s)	Timeframe / Milestones	Resources Needed	Status
<i>EXAMPLE:</i> Convene a meeting with research and evaluation unit directors to discuss available staff resources and plan for expansion	<i>EXAMPLE:</i> 1. Evaluation Culture and Awareness 2. Funding Strategies ✓ 3. Data Management 4. Staff Skills, Capacity, and Knowledge 5. Strategic Planning	<i>EXAMPLE:</i> • Set meeting date • Create a template to identify staffing budget and current staff skills Distribute template to unit directors	<i>EXAMPLE:</i> WIB director Personnel director	<i>EXAMPLE:</i> Complete by March 15, 2022	<i>EXAMPLE:</i> Completed staffing budget and staff skills templates from directors	<i>EXAMPLE:</i> Working to schedule meeting

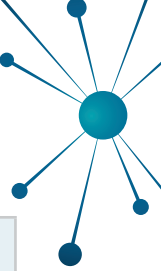


Evaluation Action Plan

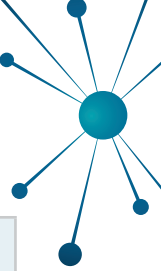
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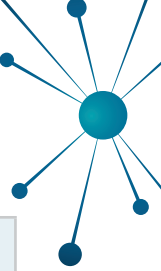
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<i>Key Strategies</i>	<i>EDA Component(s) (select one or more)</i>	<i>Activities / Steps</i>	<i>Responsible Person(s) / Program(s)</i>	<i>Timeframe / Milestones</i>	<i>Resources Needed</i>	<i>Status</i>
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