

Program Assessment (PA) - Checklist and Suggested Timelines

Timeline*	Activity	Person(s) Responsible	Supports
Week 1	<input type="checkbox"/> Select program to assess <input type="checkbox"/> Seek individuals to fill the roles of: survey writer, program reviewers (3) & consensus meeting facilitator, final report writer	Program team Coordinator or Manager	Master Trainer PA Guidelines
Week 2	<input type="checkbox"/> All roles are assigned <input type="checkbox"/> Provide PA orientation <input type="checkbox"/> Schedule activities and Consensus Meeting	Coordinator or Manager Master Trainer Coordinator or Manager	PA slide deck PA guidelines & worksheets Online learning module
Week 3	<input type="checkbox"/> Complete survey <input type="checkbox"/> Review survey for clarity & completeness <input type="checkbox"/> Forward survey to program reviewers	Survey writer Coordinator Coordinator	Survey guidelines Assessment Worksheet guidelines Online learning module
Week 4	<input type="checkbox"/> Complete individual program assessments <input type="checkbox"/> Forward program assessments to Coordinator	Program reviewers Program reviewers	Assessment Worksheet guidelines Online learning module
Week 5	<input type="checkbox"/> Compile Consensus Summary Sheet (CSS) <input type="checkbox"/> Forward CSS to all Consensus Meeting participants <input type="checkbox"/> Hold Consensus Meeting	Coordinator Coordinator ALL	Consensus meeting guidelines Online learning module Master Trainer
Week 6	<input type="checkbox"/> Report writer summarizes final assessment levels and suggestions for program enhancement	Report writer	Final report guidelines Online learning module
Week 7	<input type="checkbox"/> Program team, manager & stakeholders select enhancements priorities & develop work plans	Program team, relevant partners & stakeholders	Online learning module

* This is a suggested timeline. You may choose to schedule more or less time, depending on staff workload.