Assignment II and III: Program/project planning and implementation Due (11/8)

Assignment Instructions

Assignment II and III:
To effectively combine Assignments II and III into a single 10-page paper, you will integrate the planning and implementation phase with the evaluation phase into a comprehensive project proposal. Start by addressing the planning and implementation steps (Assignment II) as the foundation of your project, detailing each step from assessing needs and forming a team to developing goals, selecting an audience, and planning the delivery system. Include clear descriptions of the project's structure, materials, and contingencies. Transition seamlessly into the evaluation phase (Assignment III) by linking the implementation steps to the need for assessing project outcomes and impacts. Reexamine the project's goals and audience to provide a logical progression into evaluation, then detail how the evaluation team will be formed, the purpose and methods of evaluation, and the data collection process. Ensure the paper flows cohesively by using transitions that highlight the interconnectedness of planning, implementation, and evaluation. This approach will present a unified, well-organized proposal that thoroughly addresses both assignments' requirements.

II. In assignment II, you will be expected to provide a description for the planning and implementation of the project. In doing so, you will follow the guidelines as listed in the Designing Education Projects document **pages 25-42.** Once again, since this is a proposal/plan, you will follow the guidelines and steps as closely as possible given time and other restrictions. As part of this phase of the assignment as well, please include the following steps as listed on page 26:

Step 1. (Re)assess need and capability
Step 2. Describe how you will establish the project planning team
Step 3. Develop project goals and objectives
Step 4. Develop a logic model
Step 5. Select and characterize the audience
Step 6. Establish program format and delivery system
Step 7. Describe how you will ensure quality instructional staff
Step 8. Describe how you will ensure quality instructional materials and strategies
Step 9. Describe how you will assemble materials, resources, and facilities
Step 10. Describe how you would plan for emergencies
Step 11. Describe how you would promote, market, and disseminate project
Step 12. Describe how you would implement project

III. In Assignment III, you are asked to provide a proposed evaluation following the guideline in the Designing Education Projects document **pages 43-56**. In doing so, please include and follow these steps as listed on page 46 (You will notice that we stop at step 9 for this phase of the assignment. You will go into detail in addressing step 10-14 in the data collection phase of the assignment):

Step 1. Reexamine the issue, audience, and project objectives
Step 2. Describe how you would establish the planning team (including stakeholders, audience, and evaluators)
Step 3. Identify a purpose for the evaluation
Step 4. Focus on project improvement
Step 5. Describe how you would assess project outcomes and impacts
Step 6. Clarify the time frame in which the activities and impacts (outcomes) are expected to occur
Step 7. Perform a literature search
Step 8. Select data collection methods and develop questions based on the evaluation goals and objectives
Step 9. Determine the audience sample

Submission

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