Appendix C, Part 1. Evaluation Samples

**Evaluation Process Checklist**

1. Identify the process to be evaluated:
   - [ ] What group(s) will benefit from this change?
   - [ ] Why should people care?
   - [ ] Is this part of a larger issue? Should this be grouped with another issue? If yes, what issue?

2. Identify Audience (Who was impacted by process change above?)
   - [ ] School/College Administrators, Unit Liaisons
   - [ ] Research Administrators (RAN, DRDA-net, individual groups in the Schools and Colleges)
   - [ ] Central Office Administration (FinOps, Purchasing, MAIS, DRDA)
   - [ ] M-Pathways System Users based on target identified and on user access
   - [ ] New employees
   - [ ] Faculty/Program Investigator

3. Develop Evaluation Tool
   - [ ] What is being evaluated? Process change? New process?
   - [ ] What is the best method to obtain feedback?
     - Always include:
       - This evaluation tool has been developed in collaboration with SPIT to determine if the process change(s) resolved the identified problem.
       - Where did you hear or learn of this initiative?

4. Evaluation Method(s)
   - [ ] Surveys – handed out at HRD courses, RAN, RAIN, inserted in monthly financial packets
   - [ ] Personal interviews
Interactive website

Email

Focus groups

Copies of summary reports should be provided to SPIT and the Steering Committee.

Resources are available to assist the unit developing the tool in order to ensure that the right questions are asked and the form in which to conduct the evaluation is appropriate. Specifically, Mary Piontek from CRLT (3300 SEB, 1259) has expertise in this area and can be contacted at mpiontek@umich.edu or by phone: 734 764 0505.