

Project 3.2.3 Monitoring Progress

Purpose

The purpose of evaluation is to determine the effectiveness of a procedure, process, or product. Well-designed evaluations also provide information that can help explain observed findings. The role evaluation plays will vary depending on the timing, the specific questions addressed, and the resources available. It is best not to think of evaluation as an event, but as a process. The goal of evaluation is to provide an ongoing source of information to aid decision-making at various steps along the way.

To evaluate progress, you should have goals. Goals should be written using the SMART acronym. SMART goals are specific, measurable, achievable, realistic, and time-framed. Having specific and measurable goals with time frames for completion will assist in evaluating progress of your research.

Based on what you now know about your project and the plans you have developed, what are your research goals? How will you know if or when you have achieved those goals? How will you ensure the quality, safety, and validity of your research project?

Materials

Per pair of students:

- Computer with Internet access and word processing

Per student:

- Pencil
- *Agriscience Notebook*

Procedure

Work with your partner to develop an evaluation plan to monitor progress of your project. Once this plan is in place, you will begin to conduct your research project.

1. Review your research plans, including the materials, procedures, and data collection tools, to identify points where you can monitor the progress of your research.
2. Questions to ask while planning may include the following.
 - Am I on target to complete research in a timely fashion?
 - Am I collecting data at the correct points and times?
 - How will I know if my project is on target to be successful?
 - Does your solution proposal need to be adjusted or modified according to your instructions, resources, professional network feedback, or peer reviews?
3. Write SMART goals for your research in the space provided on the *Project 3.2.3 Checksheet*.
4. Use your goals to devise an evaluation plan following the points provided on the checksheet.
5. Trade your plan with another group to review and provide feedback. Use *Project 3.2.3 Evaluation Rubric* while reviewing evaluation plans.
6. After feedback and approval has been received, make necessary adjustments to your instructions.
7. Print three copies of your plan and save in your electronic storage. Submit one copy to your teacher and place the remaining copies in your and your partner's portfolios.

Conclusion

1. How are goals and evaluation plans related?
 - a. Goals and evaluations are ways to analyze the steps you are taking to reach an end product.
8. How does evaluation help researchers?
 - a. Evaluations help determine error and improvements in research.
9. What items are evaluated during research and development?
 - a. Procedures and data collection are the main parts evaluated so you can determine improvements to be made.

Name: _____

Project 3.2.3 Checksheet

Table 1. SMART Goals

S M A R T	1. By the end of the data collection period, have at least 100 responses to the survey.
	10. Through two weeks of survey participation, the survey will show us that 80% of participants will relate expiration dates to food safety instead of food quality.
	11. At least 10 paper copies of the survey will be distributed and returned before the data collection period is over.

Criteria	Comments	Completion Target Date	Date completed, Initials
How will evaluations be performed? What tools will be used?	The google form sheet that populates data will be checked periodically. We will also take suggestions from people who took the survey on ways to improve our survey and data collection measures.		
Who will evaluate and ensure: <ul style="list-style-type: none"> • Quality? • Detail? • Safety? • Data? 	Ashley and I will need to check the google form/sheet to see if enough data is being collected. We will also need to obtain feedback from participants to ensure our survey is unbiased and covering adequate information for our topic.		
When will evaluations take place? Where will these checkpoints be located in the step-by-step instructions?	Evaluations should take place $\frac{1}{4}$, $\frac{1}{2}$ and $\frac{3}{4}$ of the way through the data collection period, to ensure we have enough data.		
How will be evaluations be collected and recorded?	Through the google form and feedback from survey takers.		
Why did your group decide to evaluate the item(s) you chose?	It makes sense/ what needs to happen for the data. We have to ensure our survey is covering our topic from different viewpoints, so people do not feel we are biased.		
Share your evaluation plan with another group for peer review and feedback.			
Make adjustments according to feedback.			

Submit your evaluation plan to your teacher for approval.			
Make any final adjustments to the evaluation plan. Add evaluative processes to your step-by-step instructions.			