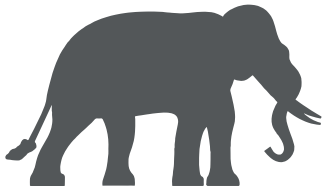


# GETTING STARTED WITH YOUR ATE EVALUATION

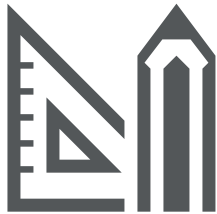


## EVALUATION BASICS

- **Ask important questions** about the project's processes and outcomes
- **Gather evidence** that will help answer those questions
- **Interpret findings** and answer the evaluation questions
- **Use the information** for accountability, improvement, and planning
- **Continue** this process throughout the life of your project

### Resource:

Data Collection Planning Matrix ([bit.ly/data-matrix](http://bit.ly/data-matrix))



## USING EVALUATION

- **Improve** your project
- **Inform** stakeholders
- Fulfill grant **requirements** (annual report)

### Resource:

Expectations to Change (E2C) ([bit.ly/Adams-E2C](http://bit.ly/Adams-E2C))



## WORKING WITH YOUR EVALUATOR

- Make sure your evaluator's **contract** is in place
- Assign a **point-person** on your project team for evaluation matters
- Schedule a **recurring meeting** with your evaluator
- Make an appointment with your college's **data person**
- Set up a **timeline** for your evaluation
- Commit to **using** your evaluation results

### Resources:

Principal Investigator "To Do" Checklist: Before Launching Your Project Evaluation ([bit.ly/ToDoChecklist](http://bit.ly/ToDoChecklist))

Communication Plan Checklist for ATE Principal Investigators and Evaluators ([bit.ly/checklist-commplan](http://bit.ly/checklist-commplan))

## LEARN MORE

- Resources to help you and your evaluator  
Webinars | Blog | Newsletter | Resource Library