

Annual Assessment—Planning Worksheet

1. **Determine focus area.** What is your question?

2. **Determine the most appropriate way to get the information.**
Who will you approach (data source)? How will you get the information (instrument)?

3. **Determine how you will collect information.** When will you do this? Who will help?

4. **Interpret the information.** How will you analyze the data?

5. **Report it.** Who needs to know? How will you tell them?

6. **Make changes.** How do you anticipate the results will help you improve your project?