

Self Assessment Plan

Team Selection

Who will you include on your team?

Administrator:

Program Staff:

Program Staff:

Other: (board member, parent, youth, community member, funder, staff, etc.)

Data Collection Preparation

How many observations will you schedule?

How long will each observation last?

Which programs will you choose?

When will you conduct observations?

Who will observe which staff?

When will you train your team?

Date:

Time:

Location:

How will you introduce the PQA Self-Assessment to your staff?

Resources: (agenda and materials, online Intro, online Basics, technical support)

Team Training

When and where will you have your scoring meeting? (plan for 3 hours)

IMPORTANT DATES:

Scores Reporter Webinar:

Scores Due:

Improvement Plans Due:

Team-Based Scoring Meeting

Entering Scores

Who will enter scores?

By what date?

Observation and Note-Taking

How will you ensure objectivity and completeness of notes?

Improvement Planning

Planning With Data Workshop

Date:

Time:

Location:

Who will attend:

Other data (if any) to include: