

ASSESSMENT ACTIVITY WORKSHEET

Office:
Date:

Use this document to draft an assessment activity for the year and document the office's long-term assessment strategies

ASSESSMENT ACTIVITY

Describe the assessment activity for this year in terms of concrete, time-bound steps: Which goals and objectives will you be working to meet? What specific actions will be taken to meet them, and when?



Describe the outcomes you expect to see at the end of the year and how these will be assessed. Going forward, how frequently should these outcomes be assessed?



Is this assessment activity part of a longer-term assessment strategy to address a mission theme or goal? What might future assessments need to address?