

# Project Tracking and Evaluation

Sarah and Jill met October 22, 2003 to discuss developing a plan/timeline to develop and administer project tracking system that benefits members of the management team. We determined we'd like to create a membership file and a database to track project information. We have developed a project log form that we'd like all those implementing service-learning projects to use...one form for all projects. We realize that we may not be assessing the quality of the service learning activities being implemented, but we decided that tracking something was better than nothing. Below is the timeline/action plan for this project. We ask for management team support in completing this project.

Updated Nov. 10<sup>th</sup> 2003

<b>Task</b>	<b>Date</b>
Seek approval from mgt team to finalize and begin to administer project tracking <ul style="list-style-type: none"> <li>○ Develop an action plan for the administration and data entry</li> <li>○ Share with mgt team at November meeting</li> </ul>	November 4 <sup>th</sup> 2003
Identify teachers actively involved in Service-Learning activities in TTUSD <ul style="list-style-type: none"> <li>○ Ask Sasha and Jan for names of site advocates</li> <li>○ Ask site advocates for names of teachers actively involved</li> <li>○ Follow-up with staff meetings if necessary</li> <li>○ Ask other Non-Profits about set-up and design of Access database</li> <li>○ Present completed form to Site Advocates at Nov. 18<sup>th</sup> meeting</li> </ul>	Thru end of November 03
Develop membership file <ul style="list-style-type: none"> <li>○ Use form Sarah Green created, fill out for all teachers actively involved</li> <li>○ Develop file system</li> <li>○ Update as needed</li> </ul>	November thru December 03
Administer forms <ul style="list-style-type: none"> <li>○ Work with SWEP CCs and others working in the schools on projects to administer and collect project logs</li> <li>○ Collect forms and enter data</li> </ul> <i>*For all projects in 2003 project season</i>	December thru January
Develop a database <ul style="list-style-type: none"> <li>○ Learn how to develop an access database               <ul style="list-style-type: none"> <li>○ Meet with students at Truckee High that may help</li> <li>○ Contact local experts willing to offer free help</li> </ul> </li> <li>○ Build it</li> <li>○ Enter data as obtained</li> </ul>	November thru January

<p>Evaluate and Adaptively manage project</p> <ul style="list-style-type: none"> <li>○ Collect Project logs at Jan. Site Advocate's meeting</li> <li>○ Review administration process</li> <li>○ Review database</li> </ul>	<p>January 2004</p>
<p>Re-administer forms Update member file</p>	<p>January thru May 2004</p>
<p>Celebrate! Recognize teachers who implemented, are implementing or have spring plans to implement projects</p>	<p>April 2004</p>
<p>Give Dennis a report</p>	<p>May-June 2004</p>