

**Department/Unit**  
**Outcomes and Assessment Plan Worksheet**

**I.** Name of your department/ unit: \_\_\_\_\_

**II.** Goal(s) for your department/unit:

**III.** Write or define at least two measurable intended outcomes for the identified goal(s):

**#1.**

**#2.**

**IV. Assessment methods and criteria for success for measuring outcome #1**

Assessment method (tool) :	Assessment method (tool):
Target group:	Target group:
When you will assess and how often:	When you will assess and how often:
Resources needed (staff, materials, equipment):	Resources needed (staff, materials, equipment):
What is a satisfactory outcome (i.e., what is your criteria for success)?	What is a satisfactory outcome (i.e., what is your criteria for success)?

**V. Assessment methods and criteria for success for measuring outcome # 2**

Assessment method (tool):	Assessment method (tool):
Target group:	Target group:
When you will assess and how often:	When you will assess and how often:
Resources needed (staff, materials, equipment):	Resources needed (staff, materials, equipment):
What is a satisfactory outcome (i.e., what is your criteria for success)?	What is a satisfactory outcome (i.e., what is your criteria for success)?