Evaluation (25%)

This evaluation worksheet will help you track your progress, determine where change might be needed in your process, and reflect on how your actions are helping you move toward accomplishing your selected Action Area's goal.

1. **Fill out the following table to help you evaluate your current progress.**

Call to Action:
Action Area: *Example: Improve education and training for professionals supporting students in WIL*
Tactic(s): *Example: Offer educational or training sessions, webinars, teach-ins*

Task description	**Level of completion**	**How has this task helped you move toward your goal?**
Tasks from the Implementation Toolkit worksheet and/or other meetings	What work has been completed? What work remains?	What have you accomplished by doing this task and how does it relate to your overarching goal?

2. **Have there been changes in your group's capacity? What strategic capacity building would advance your goals?** Remember, capacity includes a variety of factors such as relationships, knowledge, skills, financial resources, time availability, motivation, internal support, and external context.

3. **Who has a say in the choices you're making? Have the people most impacted been consulted?** E.g. if the work you're doing is going to impact students with disabilities, are there any on your team? How have you incorporated their input?

4. **Based on your responses to the previous questions, is your chosen tactic still the best fit?**

5. **Finally, consider the next steps and assign tasks to group members.** Each task should have a designated actor and estimated timeline.