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# Instructions for Program Evaluations

By the WPI Atlas for Development IQP Group


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- 1. Create a new Google folder.** This folder will store all documents related to the program evaluation for easy access.
- 2. Decide which of the three program evaluation survey templates you will use.**
  - Content Survey Template
  - Comfort Survey Template
  - Logistics Survey Template
- 3. Copy the templates for the forms you will be using.**
- Read through the surveys and remove any questions you will be not be using for this program. **Add any other helpful questions from the Question Bank.** Make sure you are editing the copy and not the template surveys.
  - Consult the Question Bank
  - Consult the Survey Design Best Practices Document
- 5. Read through the forms again and replace any placeholder text.** In the Question Bank, placeholder text is in all caps.
- 6. Set the forms to begin accepting responses.**
- 7. Distribute the surveys.**
  - Make sure people know the form is anonymous.
  - Let people know that the purpose of the survey is to get their feedback so you can see if the program met their expectations and improve the program going forward.
  - Provide time during the event for people to fill out the survey.
  - Monitor the number of responses.
- 8. Look at the results of the survey and analyze the data.**

## Question Bank

Contains many additional questions which can be added into each of the survey templates as needed. The Question Bank is formatted as a Google form but it is not intended to be used as a form. Instead, it is for storage only. Storing the questions in a Google form preserves their structure. To add questions from the Question Bank to a copy of one of the

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form templates, copy the question and answers over and make sure the question type remains the same. For example, a multiple-choice question in the Question Bank should remain a multiple-choice question in the new form.

## **Survey Design Best Practices Document**

Contains instructions for how to design surveys. This document will be most useful when deciding what questions from the Question Bank should be added to the surveys and what questions might need to be deleted from the surveys. Consult this document when deciding what questions to include in a survey or when writing new questions to be included in a survey.

## **Content survey template**

Contains questions about the material taught during the event, workshops, and the topic of the event. Use this survey for any event where the participants learn something new.

## **Comfort survey template**

Contains questions about overall satisfaction with the event, accommodations, and general suggestions for improvement. Use the survey for any event where you would like overall feedback from people participating in the event.

## **Logistics survey template**

Contains questions about the organization of the event, communication, and advertising. Use the survey for any event where you would like feedback on organization and communication from the people participating in the event.