

STEP 4: MONITOR, EVALUATE, ADJUST

Quarterly Monitoring Report Template (To be completed by Steering Committee)

Initiatives	Dashboard Status	Comments
1.1	green	good to go
1.2	green	on schedule
1.3	red	adult ed. Funding
etc.		

Annual Summative Evaluation Report

Initiative	Positive Outcomes	Actual Outcomes	Conclusions
1.1	_____	_____	_____
1.2	_____	_____	_____
1.3	_____	_____	_____
etc.	_____	_____	_____