**Your Name:**

The Critical Thinking assignments in this course will build upon each other to help you complete the final Portfolio Project, an evaluation plan for a business or organization that wishes to assess the effectiveness of their training and workplace learning initiatives. Ideally, you will select a real business or organization—this will provide you with the opportunity to solve real problems and practice dealing with the complexities of organizations that grow and change in response to multifaceted issues. This step may take additional research to ensure that you can obtain all of the information needed to complete the profile as well as the remaining assignments in the course that pertain to this business or organization.

This template is designed to help you organize your evaluation plan. You will add to the template during each module and will submit the updated versions for feedback and grading.

**Module 2: Organizational Profile**

Once you have selected your business or organization, provide a profile based on the dimensions below:

|  |  |
| --- | --- |
| **Name of Business/Organization:** |  |
| **Description of Business:**(Organizational structure, # of employees, Strategy, Drivers, etc.) |  |
| **Infrastructure available to support online delivery:** |  |
| **Preferred online delivery method and tools:**(blended, strictly online, LMS, digital, mobile and social technology tools , etc.) |  |

**Module 3: Analysis: Baseline Needs Assessment Results**

|  |  |
| --- | --- |
| **Analysis Results** | |
| **Training Request:**  What was the initial request for training? Who was the requester? What was the basis for the request or the perceived need for the training? |  |
| **Standards of Performance:**  What are the job requirements? |  |
| **Key Performance Metric(s):**  How will the performance be measured? |  |
| **Measureable Training Goal(s):**  What is it that the learner needs to learn?  How is this measurable? |  |

**Module 4: Measurable Learning Objectives**

Develop at least three measurable learning objectives that will enable the learner to meet the established training goal. If you have more than three objectives, please add additional tables below.

|  |  |
| --- | --- |
| **Learning Objective 1:** |  |
| How is it measurable? |  |
| How is it aligned to the training goal? |  |
| What are possible instructional strategies that are aligned to the objective? |  |

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| **Learning Objective 2:** |  |
| How is it measurable? |  |
| How is it aligned to the training goal? |  |
| What are possible instructional strategies that are aligned to the objective? |  |

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| **Learning Objective 3:** |  |
| How is it measurable? |  |
| How is it aligned to the training goal? |  |
| What are possible instructional strategies that are aligned to the objective? |  |

**Module 5: Data Collection Plan**

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| --- | --- | --- |
| **Level 1: Participant Reaction** | | |
|  | **Strategy** | **Rationale and Research Supports** |
| **Data Needed**  (What will be measured?) |  |  |
| **Possible Target Groups**  (Who will be measured?) |  |  |
| **Possible Data Collection Methods** (How will you measure?**)** |  |  |
| **When to Collect Data**  (When will you measure?) |  |  |
| **Issues/**  **Challenges/**  **Considerations related to digital, mobile, social technology assessments)**  (Include ethical and legal considerations) |  |  |

|  |  |  |
| --- | --- | --- |
| **Level 2: Learning** | | |
|  | **Strategy** | **Rationale and Research Supports** |
| **Data Needed**  (What will be measured?) |  |  |
| **Possible Target Groups**  (Who will be measured?) |  |  |
| **Possible Data Collection Methods** (How will you measure?**)** |  |  |
| **When to Collect Data**  (When will you measure?) |  |  |
| **Issues/**  **Challenges/**  **Considerations related to digital, mobile, social technology assessments)**  (Include ethical and legal considerations) |  |  |

|  |  |  |
| --- | --- | --- |
| **Level 3: Job Impact** | | |
|  | **Strategy** | **Rationale and Research Supports** |
| **Data Needed**  (What will be measured?) |  |  |
| **Possible Target Groups**  (Who will be measured?) |  |  |
| **Possible Data Collection Methods** (How will you measure?**)** |  |  |
| **When to Collect Data**  (When will you measure?) |  |  |
| **Issues/**  **Challenges/**  **Considerations related to digital, mobile, social technology assessments)**  (Include ethical and legal considerations) |  |  |

|  |  |  |
| --- | --- | --- |
| **Level 4: Business Impact** | | |
|  | **Strategy** | **Rationale and Research Supports** |
| **Data Needed**  (What will be measured?) |  |  |
| **Possible Target Groups**  (Who will be measured?) |  |  |
| **Possible Data Collection Methods** (How will you measure?**)** |  |  |
| **When to Collect Data**  (When will you measure?) |  |  |
| **Issues/**  **Challenges/**  **Considerations related to digital, mobile, social technology assessments)**  (Include ethical and legal considerations) |  |  |

**Module 6:Create an Assessment for Online Delivery**

Create at least one assessment aligned to one or more of the learning objectives established in Module 4 that can be delivered online. You may submit this assignment in one of several forms. You may choose to include the assessment in your template, or you may build the assessment in your own learning management system, GoogleDocs, or another site. If you choose an option other than the template, please provide your instructor with access to the assessment and any necessary directions to allow for a review of the assessment.

|  |
| --- |
| **Assessment:** Include your assessment here, or instructions to access the assessment online. |
|  |

Regardless of your submission preference, please also provide a written explanation in the template to address the following questions. Provide a rationale to support your evaluation strategies, citing at least 2-3 credible sources in accordance with the *CSU-Global Guide to Writing and APA Requirements*.

|  |  |
| --- | --- |
|  | **Rationale and Research Supports** |
| **Validity and Reliability:** How did you ensure the assessment is valid and reliable? |  |
| **Legal and Ethical Considerations:** What legal and ethical considerations did you account for in the creation of your assessment? |  |
| **Technology Issues:** What are the issues and challenges related to digital, mobile, and social technology assessments need to be considered in relation to your assessment? |  |

**Module 7: Feedback for Learners Plan**

Describe in detail your plan for providing quality feedback to the learners in the distance and digital learning environment. Link, scan or attach any rubrics or other tools you have created or are considering using. Provide justification for how the feedback will help learners best transfer their learning to their job performance, citing at least 2-3 credible sources in accordance with the *CSU-Global Guide to Writing and APA Requirements*.

|  |  |
| --- | --- |
| **Feedback for Learners** | |
| **Strategy or Tool**(include links as appropriate) | **Rationale and Research Supports** |
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**Module 8: Reporting Data & Findings to Business Plan**

Describe in detail your plan for preparing the report and for presenting the findings to the key stakeholders in the organization. Include a proposed table of contents for the report. Explain the planned method and tools to be used in the presentation, citing at least 2-3 credible sources in accordance with the *CSU-Global Guide to Writing and APA Requirements*.

|  |  |
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| **Reporting Data** | |
| **Strategy or Tool**(include links as appropriate) | **Rationale and Research Supports** |
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| **Proposed Table of Contents** |
|  |

**Module 8: Professional Reflection**

Compose a reflection that addresses the following questions:

* How effective do you believe your plan will be and why?
* What questions or concerns do you anticipate the business or organization might have with regard to your plan?
* What is your favorite aspect of your plan and why?
* Are there areas in which you believe you need more practice or more information? How can you continue to improve your skills and understanding?

Your reflection must be 2-3 pages, well written, cite 2-3 credible sources, and conform to the *CSU-Global Guide to Writing and APA Requirements.*  The CSU-Global Library is a good place to find these sources.

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| **Professional Reflection** |
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