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**ASSESSMENT PROJECT PLAN**

1. Name of department
2. Name of activity or service you want to assess
3. What aspect of the activity or service are you planning to assess?
4. What is the purpose of your assessment?
5. What are the specific outcomes that you are measuring?
6. Have you considered existing data? (e.g., data from institutional research, student services, other student affairs departments, etc.)?
7. Who is your target population? (e.g., all program participants, doctoral students, first-year students in A&S, alumni, etc.)
8. What assessment method(s) are you considering? Please check all that apply. (Assessment methods can be reviewed in the VPSA Assessment Handbook at

<http://www.bc.edu/offices/vpsa/Assessment.html>

\_\_\_\_\_Survey\*

\_\_\_\_\_Focus group

\_\_\_\_\_Rubric\*

\_\_\_\_\_Interview

\_\_\_\_\_Mobile data collection\*

\_\_\_\_\_Quick assessment

\_\_\_\_\_Other (please specify)

1. What is the date (s) you want to conduct the assessment?
2. With whom and how do you plan to share the collected data?

Project Coordinator:

Today’s Date:

\*If you have determined that a **survey, rubric, or mobile device** is the best method for data collection, below are instructions for uploading your project to Campus Labs.

**INSTRUCTIONS FOR COMPLETING AND UPLOADING ASSESSMENT PROJECT PLAN FOR A SURVEY, RUBRIC, OR MOBILE DEVICE**

If an online survey or rubric is your selected method for collecting data, you must fill out the Assessment Project Plan and initiate a project request through Campus Labs (formerly StudentVoice). If you do not have Campus Labs login credentials, please contact Katie O’Dair at [odair@bc.edu](mailto:odair@bc.edu).

1. Fill out all items on the form and save it to your desktop or to the server.
2. You department assessment coordinator, or the department director, must review and approve the project plan prior to uploading it on the Campus Labs site.
3. Go to the Campus Labs site: [www.studentvoice.com](http://www.studentvoice.com) and log in.
4. Go to the “ Baseline” tab
5. On the left side, click “Request a Project”
6. Fill out all relevant project information. For a new project, click “new project”
7. If you are using the iTouch devices check “all”. This will tell Campus Labs to sinc the project to the iTouch.
8. Under email information click “Not Sure” if you would like to talk about administering the assessment with the Campus Labs consultant.
9. Under additional assistance, click “Yes” if you want help from a consultant on the design, phrasing, and administration of the assessment.
10. Click “Next”
11. Under “Project Notes” write in anything you would like your SV consultant or Katie to know about specific to this project. Click “Submit”.
12. You will be taken to your project dashboard . Under “Project files” upload your Assessment Project Plan by browsing your files and uploading it. If you have a draft survey or questions to submit, make sure you upload those as well. Make sure you press “Upload” after you browse! You will know it was successful when you see your uploaded documents appear.
13. Once completed, Katie O’Dair and Jessica Greene will review and approve each request and your Campus Labs consultant will contact you. This will be done within one week of uploading your form.
14. Please note, some projects may require the additional step of preparing documents for the Institutional Review Board process. Katie will assist with this step if required.
15. The Campus Labs consultant will then work with you to complete your assessment