



Innovative Program Form 4 Project Evaluation Report

Title of Innovative Project:	
Name of Project Lead /Team:	
School	Phone Number

V. Capture and Report Lessons Learned

Write an Innovative Project Evaluation Report. Include the elements outlined below in your report. Use the Innovative Project Evaluation Rubric to guide your evaluation.

✓	Evaluation Report
	Project Overview <ul style="list-style-type: none"> • Problem statement and relevancy of project to student learning • Project goal • Desired project outcome(s)
	Review Data Collection Plan <ul style="list-style-type: none"> • Review identified indicators and timeline • Assess your level of follow-through on data collection plan
	Share Results (based on data collected during the Innovative Project) <ul style="list-style-type: none"> • State findings from data collection - Use visuals (graphs, charts etc.) and provide a brief narrative summarizing results of each visual. • Address level of attainment of project goal and desired project outcome(s) • Assess level of attainment of project goal • Summarize key findings from weekly journal logs.
	Summarize Project Results <ul style="list-style-type: none"> • Assess effectiveness of actions taken in your action plan. • Celebrate progress • Share challenges • Make recommendations

Submit your Innovative Project Evaluation Report and this signed checklist to the Superintendent.

Date _____

(Teacher Signature)