

Innovative Program  
Form 7  
Project Evaluation Report Appraisal

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**Name of Project:** \_\_\_\_\_ **Date** \_\_\_\_\_

Circle the remarks in each column indicating your rating for each category and enter a score in the **Project Element** column after considering each category.



Form 7

Rubric for Innovative Project Evaluation Report Appraisal

Name of Project \_\_\_\_\_ Date \_\_\_\_\_

Part Two - Project Evaluation				
Innovative Project Element	Ratings to Standard			
	Exceeds (6-7)	Meets (4-5)	Nearly Meets (2-3)	Does Not Meet (0-1)
<b>Action Plan</b>	<ul style="list-style-type: none"> <li>Action plan outlined was carried out completely.</li> <li>Any modifications made to the action plan were done to make the project successful in the context and culture of the school and were clearly grounded in research and sound judgment.</li> <li>A comprehensive excel spreadsheet or other data tool was used to record data on all indicators throughout the project.</li> <li>A detailed journal with significant reflection was maintained throughout the project.</li> <li>Resource needs and potential challenges were addressed as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Action plan outlined was mostly carried out (80% or more).</li> <li>Any modifications made to the action plan were done to make the project successful in the context and culture of the school and demonstrate reasonable judgment.</li> <li>A comprehensive excel spreadsheet or other data tool was used to record data on most indicators throughout the project (80% or more).</li> <li>A journal with some reflection was maintained throughout the project.</li> <li>Resource needs and potential challenges were addressed as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Action plan outlined was partly carried out (more than 50%).</li> <li>Modifications made to the action plan were not done to make the project successful in the context and culture of the school.</li> <li>An excel spreadsheet or other data tool was used to record data on some indicators (50% or more).</li> <li>A journal was maintained with little detail and/or little reflection.</li> <li>Some resource needs and potential challenges were not addressed.</li> </ul>	<ul style="list-style-type: none"> <li>Action plan outlined was not completed.</li> <li>Significant modifications were made to the action plan without consult of leadership.</li> <li>No excel spreadsheet or other data tool was used to record data on identified indicators.</li> <li>A journal with some reflection was maintained sporadically during the project.</li> <li>Resource needs and potential challenges stopped the project from moving forward.</li> </ul>

Innovative Project Element	Ratings to Standard			
	Exceeds (6-7)	Meets (4-5)	Nearly Meets (2-3)	Does Not Meet (0-1)
<b>Data Report</b>	<ul style="list-style-type: none"> <li>Ideas are arranged logically to fully address the problem statement and desired outcomes of the innovation.</li> <li>Ideas flow smoothly from one to another and are clearly linked to each other.</li> <li>Extremely clear use of visuals and clear short narratives are used to explain results.</li> <li>The reader can follow the line of reasoning.</li> </ul>	<ul style="list-style-type: none"> <li>The ideas are arranged logically to address the problem statement and desired outcomes of the innovation.</li> <li>Ideas flow and are usually linked to each other.</li> <li>Visuals and clear short narratives are used to explain the results.</li> <li>For the most part, the reader can follow the line of reasoning.</li> </ul>	<ul style="list-style-type: none"> <li>In general, the writing is arranged logically and partially addresses the problem statement and desired outcomes of the innovation.</li> <li>Occasionally ideas fail to make sense or flow with each other in the report.</li> <li>Some visuals and short narratives are used to explain results.</li> <li>The reader is fairly clear about what writer intends to convey.</li> </ul>	<ul style="list-style-type: none"> <li>The writing is not logically organized and does not address the problem statement and/or desired outcomes.</li> <li>Frequently, ideas fail to make sense together.</li> <li>Minimal visuals are used and some results are not conveyed in the report.</li> <li>The reader cannot identify a line of reasoning and loses interest.</li> </ul>
<b>Conclusions and Recommendations</b>	<ul style="list-style-type: none"> <li>Richly describes relevant information from data collection process.</li> <li>Presentation of ideas is from an informative source (e.g., interview, survey, or observation of teacher, parent, student, administrator) and comprehensively summarizes the Innovative Project.</li> <li>Analysis and interpretation match the data presented.</li> <li>Recommendations are clear, reasonable and can be backed by the results of the Innovative Project.</li> </ul>	<ul style="list-style-type: none"> <li>Describes relevant information from data collection process.</li> <li>Presentation of ideas is from an informative source (e.g., interview, survey, or observation of teacher, parent, student, administrator) and summarizes the Innovative Project.</li> <li>Analysis and interpretation match the data presented.</li> <li>Conclusions are clearly presented.</li> <li>Some recommendations are made and are clearly based on the results of the Innovative Project.</li> </ul>	<ul style="list-style-type: none"> <li>Results from the data collection process shared but relevancy to the project unclear.</li> <li>Presentation of ideas is from an informative source (e.g., interview, survey, or observation of teacher, parent, student, administrator) but does not fully summarize the project.</li> <li>Sufficient analysis is given but interpretation does not match data presented.</li> <li>Conclusions and recommendations are presented yet are incomplete and/or not necessarily based on the results shared.</li> </ul>	<ul style="list-style-type: none"> <li>Results are poorly described &amp; lack relevancy to the project.</li> <li>Presentation of ideas is from an informative source (e.g., interview, survey, or observation of teacher, parent, student, administrator) but not connected to the project.</li> <li>Minimal analysis is given of results presented.</li> <li>Conclusions and recommendations are minimal and/or are not based on the results of the project.</li> </ul>

