

## Writing Outcomes Worksheet

1. What is the purpose of this assessment? What information do you need? What do you hope to find out?

2. Is this a learning or operational outcome?

3. If learning, what is the:

- **Time frame:**
- **Population:**
- **Action verb:**
- **Result:**

4. If operational, what is the:

- **Time frame:**
- **Office/service to change:**
- **Action verb:**
- **Intended results/reason:**

5. Based on your answer, write the outcome in a sentence:

6. Check your work, to see if your outcome is:

**S: Specific** (Caution, if you used words like communication skills, leadership skills and critical thinking, you are not being specific enough. Define what that means in the specific context of your program/service.).

- Yes? Move on to measurable
- No - Revise your outcome and then move on to measurable

**M: Measurable** – Can you initially see how you could collect data about this outcome? If you can say, “Yes we can do a survey about that or focus group or rubric...” then you are on the right track.

- Yes? Move on to achievable
- No – Check with someone who may know more about assessment than you; sometimes it is measurable and you just need to build up your assessment tool set. If you aren’t sure, then try revising your outcome.

**A: Achievable** – Can your program/service/workshop/course/etc. realistically achieve this outcome? (Hint: If you used the word AND in your outcome, you may have written two outcomes in one. Take a moment to consider if you and your students can accomplish both given your time and resources.)

- Yes? Move on to relevant
- No – Revise your outcome; simplify to make it more achievable. If you have two outcomes in one, you may want to split them up to make it more manageable.

**R: Relevant** – Go back to your initial purpose -- Does your outcome align with that purpose? Will people find it valuable? If it’s important to align with a larger framework (e.g., strategic plan, learning goals), test the outcome to make sure it lines up with these “bigger picture” items.

- Yes? Move on to time sensitive
- No – Revise your outcome so that it aligns with your purpose or framework

**T: Time Sensitive** – Can you easily identify when this outcome will happen?

- Yes? Time to test your outcome with a peer
- No – Revise your outcome to be more time specific

When selecting a method, consider the following items. Don't worry if you are not sure how to use one of the methods selected (e.g., rubric is listed but I have no idea how I would use one). List it as an option, more information will follow regarding some of the specific things you need in order to use each method.