

## EVALUATION OF A PLAN

This evaluation form is designed to provide a planner with a means to assess the potential effectiveness of a plan by confirming that all of the characteristics essential to a complete plan are present and adequate. If any of the characteristics are missing, it is likely that serious problems will develop during implementation.

Use the following rating scale to review the eight characteristics of an effective plan and rate the quality of the plan being developed.

### RATING SCALE

- 0 - not present (end result will probably not occur)
- 1 - present but very inadequate (poor - end result will probably not be acceptable)
- 2 - present but minimally adequate (fair - end result will probably be only minimally acceptable)
- 3 - present and adequate (good - end result will probably be at the desired or close-to-desired level of quality)
- 4 - present and of high quality (excellent - end result is likely to be at the desired level of quality)

If after assessment, certain elements are missing or not of as high quality as they should be, AG 2252 may be useful in strengthening those elements.

### CHARACTERISTICS OF AN EFFECTIVE PLAN

#### ***Characteristic #1***

The desired end-result is clearly described and is (or can be) justified in terms of its importance or significance.

0                      1                      2                      3                      4

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#### ***Characteristic #2***

The proposed tasks (steps) are in a logical order that can be justified as an efficient way to produce the Desired End-Result.

0                      1                      2                      3                      4

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**Characteristic #3**

The needed result of each task (step) is described and can be confirmed as essential for subsequent tasks (steps) to be successful.

0 \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4

**Characteristic #4**

All needed resources (people, time, materials, etc.) have been identified, confirmed available when needed, and will be of needed quality. Each resource can be justified as essential for producing the desired end-result.

0 \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4

**Characteristic #5**

The costs have been clearly defined. Each represents the minimum level needed to produce the desired end-result.

0 \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4

**Characteristic #6**

The places where the planned actions will occur have been specified, confirmed to be available and in proper condition, and justified as appropriate.

0 \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4

**Characteristic #7**

Contingency plans have been made to deal with anticipated difficulties that could seriously interfere with achieving the desired end-result.

0 \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4

**Characteristic #8**

The plan has been thought through in such a way that, when put into action, it will create as few negative side effects as possible for those who will be involved in or affected by the actions taken or the end-result.

0 \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4