

Showcase Observation Guide

Site Teams who are observing other team displays Observer _____

Objective for observing site team: Gather information that will help site team utilize the lessons learned by the observed team.

Observed Site Team _____

Observed Project Name _____

Observed Contact _____

How did using the 5 Step Process* help make this activity more effective? _____

What aspect of the process, activity or impact is most helpful and applicable for our team? _____

What did this team learn about the audience? _____

***The 5 Step Process involves the following steps:**

- Step One – Documenting Performance Results
- Step Two – Identify Root Causes
- Step Three – Select Your Strategy
- Step Four – Develop an Evaluation Plan
- Step Five – Implement Your Strategy

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State Team State Team member _____

Objective for State Team: Gather information that will enhance the technical assistance process

Site Team _____ Project Name _____

Contact Information _____

What evidence is there that the 5 Step Process* helped make the activity more effective? _____

What evidence is there of planning for evaluation and feedback? _____

What was the impact of this project on students? _____

What is the impact on sustainable programming? _____

What challenges (in implementation, coordination, partnerships/collaboration, leveraged funding, for example) were experienced by this site team? _____

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