

Professional Development Plan Preplanning Form

Name: _____ Activity Dates: _____ to _____

Phone: _____ Email: _____

Title of Activity: _____

Overall Goal: _____

Objectives	Criteria for Measurement	Methods of Evaluation	Evaluation
Use "Codes" listed below.			
1.			
2.			
3.			
4.			

Activity Description

Codes		Evaluation	Improvement Notes
Criteria for Measurement 1. Percentage Correct (state passing percent) 2. Improvement (state measure used) 3. Amount of Time (state required time) 4. Completion 5. Other _____	Methods of Evaluation 1. Documentation Log 2. Journal 3. Written Report or Article 4. Project 5. Evaluation Forms 6. Other _____	S Satisfactory N Needs Improvement U Unsatisfactory	1. Does not show evidence of certified level of learning. 2. Does not answer objective. — Missing or Incomplete