

Change Proposal Rubric

Title:

Candidate:

CHANGE PROPOSAL	Contents	Unsatisfactory	Satisfactory	Very Good	Exemplary
Abstract / Executive Summary	Important Need, Clear Solution, Ability to Implement & Appropriate to Mission				
Needs Statement	Problem clearly defined, supported by substantial data, potential causes identified with research support, consequences suggested, communicated effectively				
Goals / Objectives	Concise, change oriented, approach identified Limited in number, specific, measurable, related to goal and responsive to needs and causes identified in Needs Statement				
Innovation / Program Description	Clearly and concretely describes What will be done and How it will be accomplished. Identifies major elements or components and stages or phases associated with innovation Innovation described is appropriate, supported by research, likely to be effective given the problem. Supporting research cited				
Implementation Plan	Identifies Activities or Actions and Who will be responsible for implementing them and When each will be accomplished				
Evaluation Design	Indicators aligned with objectives / data identified. Methods and timing of collection and analysis discussed, How evaluation results will be used explained				
Resources / Budget	Necessary resources identified, Basic of calculation clear, Amounts reasonable, Expenses aligned with program elements, and Narrative provided to justify certain items as necessary				
Presentation to Staff	Clearly & concisely presented. Projected deep understanding, enthusiasm, commitment. Appropriate AV / Handouts.				