For this assignment your evaluation team will present your preliminary ideas about the impact analysis component of your proposed evaluation. In other words, how will you assess whether the program is accomplishing what it intends to accomplish. The Memo will describe your research objectives and questions, the purpose, design, and implementation of data collection methods, assumptions about the design problem in context, your plan for assessment and drawing inferences about impact, study limitations, and intended deliverables (and/or applications). This memo should primarily cover items found in sections V (Impact Analysis), VI (Limitations), and VII (Reports) of the detailed evaluation template provided by the DOL.

The plan and design memo is not expected to be a “stand-alone” document, since it is presumed to complement your previous design draft covering sections II-IV (Introduction, Intervention, and Implementation Analysis). Thus, you can reference earlier elements of your full proposal (e.g., “as described in the Rationale section above...

Your impact analysis memo should contain:

1. An **impact analysis design** section that explains how your team will analyze program impacts. This should be a complete description of the study methodology that will serve to rigorously evaluate participant outcomes, including:
   a. Research questions used to guide data collection and analysis
   b. Outcomes to be analyzed, with more attention to detail here than when outcomes are discussed in the introduction section.
   c. A description of your research design (e.g., experimental? non-experimental?) and justification for why this design will furnish causal inference about program effects. For instance, if you will use random assignment, how will this be performed and what will you do to ensure compliance? If you use a comparison group, how will comparison group members be selected, or how will you match individuals in the treatment and control groups? What will you do to ensure implementation fidelity, i.e., that the intervention occurred as intended?
   d. Data collection methods and sources used to assess outcomes
   e. Plans for follow-up data collection (e.g., repeated surveys)
   f. Statistical methods (if applicable) to be used

2. A **discussion** section describing challenges that the evaluation (not the program) might face, and potential limitations of your impact analysis design. What implications do these challenges and/or limitations have for your findings?

3. A **deliverables** section that speaks to your evaluation schedule and intended products. For instance, will you provide yearly preliminary assessment? How will deliverables build
Will you provide a full report and an executive summary? How will you solicit feedback on draft reports? This should include:

a. Plans for interim reports and other deliverables
b. Plans for submitting the final evaluation report and related deliverables
c. Project timeline

With regards to format and presentation, while this is an initial memo, it will be sent out to your peers for review; thus it is in your interests to make it as presentable and readable as possible so that you can get the best possible, most informative feedback. It does not need to follow the standard MPA “memo format.”

Please refer to the course webpage (http://spia.uga.edu/faculty_pages/tyler.scott/teaching/PADP8640_Spring2016_ProgramEval/#assignments) for further formatting guidance. A few highlights from what you will find there:

1. Use page numbers and line numbers to facilitate review
2. Submit group member names on a _cover_ sheet that I can remove before sending out for review
3. Submit your design proposal as a pdf.