For this assignment your evaluation team will present your preliminary ideas about the policy evaluation problem, how it may be approached, and the relevant conditions and constraints in the context for evaluation. The Memo will describe the cast of characters, assumptions about the design problem in context, evaluation questions and purposes, and possible approaches. This memo should primarily cover items found in sections II (Introduction), III (Intervention), section IV (Implementation Analysis) of the detailed evaluation template provided by the DOL.

Your plan and design memo should contain:

1. An **introduction** section that gives an overview of the evaluation, in terms of goals and what the evaluation aims to achieve. A good introduction gives an overview of the entire plan, including the program to be evaluated, the evaluation design and major research questions, data collection procedure, analytic methods, and deliverables to be provided. At this stage, you will not have all of this information, since your group will develop some of these specifics for the second Data and Analysis Memo. However, at this stage you should clearly and succinctly describe your team’s evaluation plan; you will be fill in specifics related to data and analysis later.

2. A **rationale/overview** section that describes the program to be evaluated. You do not need to provide a fully detailed description of the program. Instead, focus on high level attributes of the program such as the theory of action and what aspects of the program will be evaluated. This might include tables and/or figures that present program logic and describe inputs and outputs.

3. A **implementation analysis design** section that explains how your team will analyze how the program was implemented. This includes what research questions your team will answer with regards to implementation (e.g., one implementation-related question might be “What processes were used to select program participants?”) and how you will assess and measure institutional characteristics (i.e., not client outcomes but institutional variables such as what steps BTC took to implement the program). This section will also describe how your team proposes to assess the contributions of various program partners and the different roles that program partners play (e.g., What data sources will be used to identify the cast of characters? How will these data be collected?).

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.”