

## **PADP 8640: Program Evaluation**

### **Assignment notes for Peer Review of Plan and Design Memo**

**(2-4 pages, double-spaced) (Aim for no more than 2!)**

**Submit on course @eLearning page on February 24th by 9am**

For this assignment you will provide feedback to another team on their design. I will email you a copy of another team's evaluation for review. **NOTE: I will remove the cover sheet, so the project will be anonymous; please also put your name ONLY on the cover sheet of your review, so that the peer review will be anonymous on your end as well.**

Specifically, you will evaluate their draft plan as relates to sections II (Introduction), III (Intervention), section IV (Implementation Analysis) of the [detailed evaluation template](#) provided by the DOL. Please assess:

1. **Overall strengths and weaknesses:** What are the strengths of the proposal? Does the proposal reflect any unusual strength (e.g., unusually strong methods or an exceptionally strong group of contributors)? What are its weaknesses? Does the proposal contain any fatal flaws? Are they remediable?
2. **Section Specifics:** For each section (II III, and IV), are there any more specific strengths or weaknesses? How could each section be improved?
3. **Other comments:** Please list here any specific comments not covered above.

In addition, to assessing general content in light of the RFP, you should also review the writing itself. A good proposal will:

- Avoid Jargon.
- Define all acronyms.
- Not use the first person.
- Have no run-on sentences.
- Use concise language.
- Be free from typos and grammatical errors.
- Avoid metaphors or flowery language.
- Not make emotional appeals. A good case is built on research and reason.
- Have sections that logically follow from previous sections.
- Support all facts, even the seemingly trivial ones. The reader should be able to answer the "How do you know?" question for any assertion made.