**Administrative Effectiveness Evaluation (7.3) Template**

Department/Unit:

**Expectation Name –** Choose from the dropdown list: 1. Efficient & Effective Operations or 2. Quality of Service/ Stakeholder Satisfaction.

Choose an item.

**Expectation Description –** What is your unit/department trying to accomplish? Please describe: 1) one measurable aspect/outcome relating to this expectation that is appropriate for your unit to evaluate this year; 2) why this aspect/outcome is important to evaluate; and 3) how this aspect/outcome relates to W&M's strategic plan, Vision 2026.

1) Measurable aspect/outcome relating to this expectation that is appropriate for your unit to evaluate this year:

2) Why this aspect/outcome is important to evaluate:

3) How this aspect/outcome relates to W&M's strategic plan, Vision 2026:

**Expectation Evaluation Plan**

**Participants –** Describe who is involved in collecting, reviewing, and analyzing your data/information.

**Data Sources, Collection, & Review Process –** Describe the data/information sources, collection, and review process: 1) what data/information you will collect and from what sources; 2) how/what methods and when you will collect the data/information; 3) when you will review the data/information and report the results.

1) Data/information you will collect and from what sources:

2) How/methods and when you will collect the data/information:

3) When you will review the data/information and report the results:

**Expectation Achievement Target –** How will you know that you have met this expectation? Describe the intended qualitative and/or quantitative performance level/outcome of this evaluation.

**Primary Responsible Person –** Provide the name and job title of the main individual in charge of this evaluation.

**Additional Responsible Person(s) –** Enter the names(s) and job title(s) of the individual(s) responsible for aspects of this evaluation process.

**Evaluation Results and Target Achievement**

**Summary and Analysis of Evaluation Results –** Summarize in this field the results of your evaluation for this expectation as outlined in your plan above. Include a description of what you evaluated. You may attach full results in Planning.

**Achievement Target Status –** Did you meet this expectation? Select “Met,” “Partially Met,” or “Not Met” from the dropdown list.

Choose an item.

**Action Plan –** *(IF THE ACHIEVEMENT TARGET STATUS IS PARTIALLY OR NOT MET)* Describe actions – improvements, updates, and changes – you plan to implement to meet this expectation's achievement target. If you have already started to implement actions, state what you have done and what remains to be done.