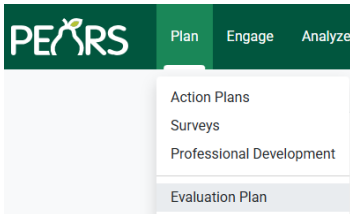


Step-by-Step Guide: Creating and Completing an Evaluation Plan in PEARS

This guide is designed for MSU Extension staff creating a required Evaluation Plan in PEARS to support program planning, reporting, and evaluation consultation.

1. **Log into PEARS at <https://pears.oeie.org>**

2. **Navigate to the Evaluation Plan Module.** Hover over Plan in the top navigation bar and click Evaluation Plan.



3. **Create a new Evaluation Plan.** Click the + Add button in the top-right corner. This opens a new Evaluation Plan record with a progress tracker on the right side.

Evaluation Plan

[Export](#) [+ Add](#)

This module is for developing and submitting program specific evaluation plans. Plans are typically submitted before participating in an evaluation consultation with Evaluation Specialist, Dawn Earnesty. Evaluation plans are visible to all within PEARS.

4. **Complete the General Information section.**

Evaluation Plan Title

Use a clear, descriptive title (e.g., Fruit Team Short-Term and Follow-Up Evaluation).

Reporting Periods

Select the correct Extension year.

Program Areas

Choose the appropriate Program Area(s).

Action Plans

Link the Evaluation Plan to the relevant Action Plan(s).

What are you evaluating?

Describe the focus of the evaluation (e.g., priority areas, target audience, and scope)

5. **Add Collaborators.** Add: Co-leads, Team members, Evaluation Specialist

Collaborators

User	Contributor	View Only	View & Edit	Contribution
Dawn Earnesty	✓	⊘	✓	

6. Complete the Methodology section. In this section, briefly describe:
 How data will be collected (e.g., surveys, interviews, attendance records, observations)
 Timing of data collection (short-term, follow-up, ongoing)
 Who will collect the data

7. Enter Evaluation Questions. List the key questions your evaluation will answer and the corresponding data collection (survey/focus group) tool question that you will ask participants.

Create Item

Key Evaluation Question *

Key Evaluation Questions are what you want to know.

Corresponding Data Collection Question *

Data Collection Questions are how you will ask participants.

Submit

Cancel

Key Evaluation Question	Example Survey Questions
What knowledge did participants gain?	<ul style="list-style-type: none"> • After participating in this program, how would you rate your knowledge of the topic(s) covered? • As a result of this program, how much did your understanding of recommended practices increase? • Please indicate how confident you are in your knowledge of the following topics (list topics).
What behavior or practice changes occurred?	<ul style="list-style-type: none"> • As a result of this program, what changes have you made to your practices? • Since participating, how often do you use the practices taught in this program? • Please indicate which of the following actions you have taken since the program (check all that apply).
How was the program implemented as planned?	<ul style="list-style-type: none"> • The program was delivered as described and met my expectations. (Strongly disagree–Strongly agree) • The activities and materials supported the learning objectives of the program. • What aspects of the program worked well? What could be improved?

8. Data Analysis and Use.

Describe: How data will be summarized or analyzed (e.g., counts, percentages, themes, statistical methods if appropriate)

How results will be used (program improvement, reporting, stakeholder communication)

9. Review progress and mark complete.

Use the Progress panel on the right to confirm all sections are complete.

Click Mark as Complete when finished.