

NIOSH Evaluation Capacity-Building Plan Year 1 Gantt Chart

	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	
1) Intermediate Outcomes					Recruit, conduct, analyze, and report findings from three focus groups (program portfolio leaders, researchers, branch management) and three to four interviews with DLO directors.						Develop further guidance around defining and documenting IOs.						
2(A) Recommendation implementation: Process improvement			Review current review process documentation.		Develop interview/focus group questions, conduct interview/focus groups with DLO management/program portfolio leaders, and develop summary report.												
2(B) Recommendation implementation: Better utilization					Develop interview/focus group questions, conduct interview/focus groups with DLO management/program portfolio leaders, and develop summary report.												
4) Review strategy				Conduct benchmarking environmental scans with other agencies to examine program review processes.													
					Develop interview questions, interview program leaders that participated in CA reviews, and develop summary report												
5) Translation research		Benchmark and summarize translation activities of other agencies.									Refine translation research definition/conceptualization for application at NIOSH.						

Note: No topic area three (communications) activities target due dates in Year 1.