**Key element: Abstract**

Write a brief summary of the assignment to help the reader quickly ascertain the paper's purpose.

For this key element, the evaluator is looking for evidence of the following:

- Your implementation plan has a clear point-of-view.
- You make it clear to the reader what your purpose is in reference to this project.
- You address a general overview of the goal.
- The reader has an understanding of what they can gain by reading this project.

Comments:

**Key element: Analyze**

Conduct a needs assessment to systematically determine current conditions, assumptions, & constraints of the implementation.

For this key element, the evaluator is looking for evidence of the following:

- You addressed how the organization's current state of implementation was determined.
- You provide a baseline and a structured system from which you can measure progress of the implementation.
- You address the appropriate assumptions and constraint of the implementation plan.

Comments:

**Key element: Design**

Goals are created which establish the learning gap in this step of the plan. Linked objectives help us reach our implementation goals.

For this key element, the evaluator is looking for evidence of the following:

- You state a clear desired state of the future organization over the course of one year.
- You discuss an overview of the learner centered problem(s) that you will be addressing.
- You establish a clear goal with the intended behavior, conditions for the learner, and criteria to base success from.
- You create three objectives that support the success of your goal of implementing the SMART Learning Suite.

Comments:

**Key element: Develop**

The process is created to ensure learner behavior change and technology integration.

For this key element, the evaluator is looking for evidence of the following:

- You clearly align the learning activities to the objective and ultimately the goal(s).
- Your activities take the organization's current state into account.
- You ensure that these activities are extended and scaffolded for the length of the implementation.
- You considered the organizations assumptions and constraints in your learning activities.

Comments:

**Key element: Implement & Evaluate**

The execution of the implementation plan is about ensuring behavior change happens and a continual process of assessment.

For this key element, the evaluator is looking for evidence of the following:

- You clearly thought about a process of frequent evaluation during the implementation of the plan.
- You have described a method(s) in preparation for unforeseen challenges.
- You describe your thoughts about the implementation plan and give a clear overview.
- You considered a clear defense for why your plan will work.

Comments: