

# Youth PQA Self-Assessment Plan

Please reference the Planning for Self-Assessment Tips to guide you through completing this document.

## Team Selection

Who will you include on your team?

*Assessment Lead Staff:*

*Program Staff:*

*Program Staff:*

*Other (board member, parent, youth, community member, funder, staff, etc.):*

## Data Collection Preparation

How many observations will you schedule?

How long will each observation last?

Which programs will you choose?

When will you conduct observations?

Who will observe which staff?

When will you train your team?

*Date:*

*Time:*

*Location:*

How will you introduce the PQA Self-Assessment to your entire staff?

Resources: (agenda and materials, online Intro, etc.)

## Team Training

When and where will you have your scoring meeting?  
(Plan for 3 hours.)

**IMPORTANT DATES:**

*BGCA Assessment Tools Tutorial:*

*Scores Due:*

**Entering Scores**

Who will enter scores?

By what date?

**Team-Based Scoring Meeting**

**Observation and Note-Taking**

How will you ensure notes are objective and complete?

**Improvement Planning**

Planning With Data Workshop

*Date:*

*Time:*

*Location:*

Who will attend:

Other data to include (NYOI, Attendance, Program Surveys, etc.):