

# Overview: Processes Planning Worksheet

This tool was created by the Centre for Career Education at the University of Windsor for documenting processes. It is intended to be used during the first phase of program planning to internally facilitate program design.

This tool serves as a foundation – to guide our work on the actual program development, but more specifically, to guide the processes that will be involved and how they might ultimately be assessed. By laying those ideas out in the planning stage, we are in a better position to incorporate the mechanisms that will ultimately be needed for robust, assessment. As the program becomes more defined, the specific tools will have to be created and then implemented.

While our sample outlines a potential Employment Preparation Program for international students, this tool can be used for any program or, for that matter, even a single activity.

*This tool and overview were submitted by The Centre for Career Education, University of Windsor.*