**Preliminary Evaluation:**

The preliminary evaluation stage forms the foundation for the entire assessment process. Objectives include identifying target users, understanding their needs, establishing evaluation criteria, and developing a plan for data collection and analysis. Activities involve conducting user surveys and interviews, reviewing existing literature, and defining specific criteria. Deliverables include a user needs report, criteria document, data collection plan, and evaluation instruments.

**Final Evaluation:**

Building upon the preliminary stage, the final evaluation aims to assess the system's performance comprehensively. Objectives involve evaluating functionality, effectiveness, efficiency, and user satisfaction, as well as identifying areas for improvement. Activities include deploying evaluation instruments, collecting and analyzing data, conducting user feedback sessions, and comparing results with predefined metrics. Deliverables encompass a detailed evaluation report and an action plan for system improvement.

**Evaluation Instruments:**

The success of the evaluation process relies on effective use of various instruments. User surveys measure satisfaction, interviews provide in-depth insights, system usage logs capture user activity data, and observation checklists identify usability issues. Each instrument serves a specific purpose, contributing to a holistic understanding of the system's strengths and weaknesses.

**Treatment of Data:**

Effective handling of data is paramount for meaningful insights. Data cleaning ensures accuracy by addressing missing or inconsistent data points. Analysis involves both quantitative and qualitative methods, utilizing statistical approaches and thematic analysis to identify patterns and trends. Reporting includes a clear and concise presentation of results, accompanied by data tables, charts, and graphs for visual representation. This stage is critical for transforming raw data into actionable insights and informing decision-making processes.