## Evaluation Inventory

### Worksheet #1

1. The “Big Picture” . . . Who cares about my program?

<table>
<thead>
<tr>
<th>Stakeholders</th>
<th>What do they want to know?</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td></td>
</tr>
<tr>
<td>e.</td>
<td></td>
</tr>
<tr>
<td>f.</td>
<td></td>
</tr>
</tbody>
</table>

Stakeholders can include*:

1. Persons involved in program operations (e.g., sponsors, collaborators, coalition partners, funding officials, administrators, managers, and staff);
2. Persons served or affected by the program (e.g., clients, family members, neighborhood organizations, academic institutions, elected officials, advocacy groups, professional associations, skeptics, opponents, and staff of related or competing agencies); and
3. Primary users of the evaluation (e.g., specific persons in a position to do or decide something regarding the program).

(Source: CDC Evaluation Working Group, [http://www.cdc.gov/eval](http://www.cdc.gov/eval))

2. Who currently receives evaluation findings for your program?
Evaluation Leadership Self-Assessment
Worksheet #2

Evaluation Planning:
___ Completed Logic Model for Program Planning & Evaluation
___Discussion(s) of evaluation planning with key stakeholders
___Identification of Short-Term Outcome Indicators
___Identification of Medium-Term Outcome Indicators
___Identification of Long-Term Outcome Indicators
___Inclusion of explicit output and outcome indicators in planned program for reporting through AIMS

Evaluation Collaboration & Support:
___ Written evaluation management plan with roles, methods, and timelines identified and formalized
___Instruments/sources of data identified & communicated
___Training related to protocols provided to evaluation team members (persons with roles in the collection and reporting of evaluation data)
___Data reporting guide/e-mail provided to evaluation team for data collection & reporting for federal fiscal year

Evaluation Implementation:
___Identification, collection, and reporting baseline data
___Measurement & reporting of Short-Term Outcome Indicators
___Measurement & reporting of Medium-Term Outcome Indicators
___Measurement & reporting of Long-Term Outcome Indicators
___Periodic data review and monitoring for identification & correction of errors
___Analysis of data
___Dissemination of evaluation findings to stakeholders
___Modifications to program planning based on evaluation data for process improvement

Data Quality = Evaluation Management based on Uniformity of:
1. Indicators (What will be measured)
2. Tools/Roles (How and Who will measure)
3. Data Collection Plan (When)
4. Uniform Reporting (Where)
5. Contextual Interpretation