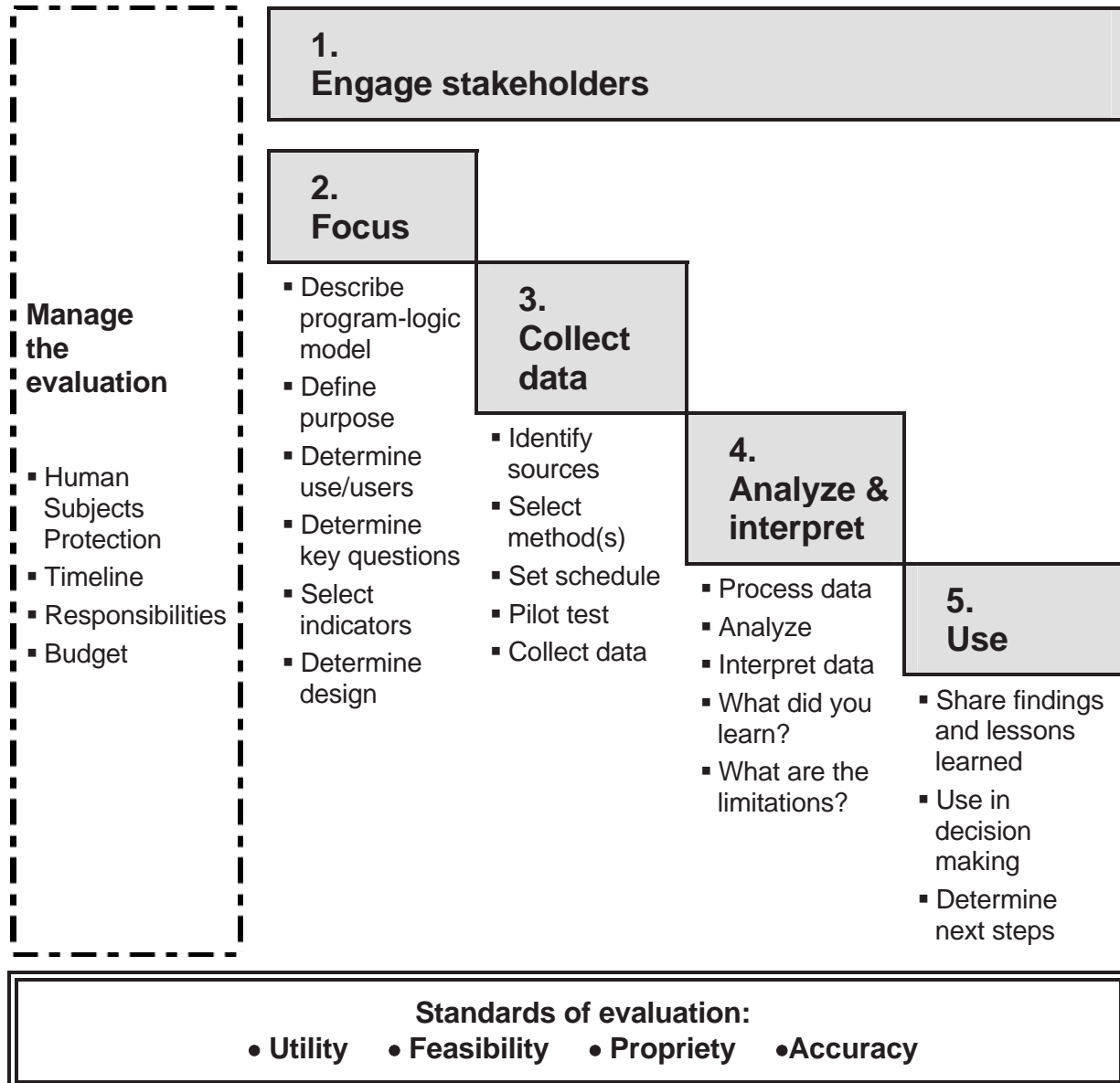


Planning a Program Evaluation: Worksheet

Steps in Program Evaluation





Engage Stakeholders

Who should be involved?

How might they be engaged?



Focus the Evaluation

What are you going to evaluate? Describe program (logic model).

What is the purpose of the evaluation?

Who will use the evaluation? How will they use it?

Who/users	How will they use the information?

What questions will the evaluation seek to answer?

What information do you need to answer the questions?

What I wish to know	Indicators – How will I know it?

When is the evaluation needed?

What evaluation design will you use?



Collect the information

What sources of information will you use?

Existing information: _____

People: _____

Pictorial records and observations: _____

What data collection method(s) will you use?

- | | |
|---|---|
| <input type="checkbox"/> Survey | <input type="checkbox"/> Document review |
| <input type="checkbox"/> Interview | <input type="checkbox"/> Testimonials |
| <input type="checkbox"/> Observation | <input type="checkbox"/> Expert panel |
| <input type="checkbox"/> Group techniques | <input type="checkbox"/> Simulated problems or situations |
| <input type="checkbox"/> Case study | <input type="checkbox"/> Journal, log, diary |
| <input type="checkbox"/> Tests | <input type="checkbox"/> Unobtrusive measures |
| <input type="checkbox"/> Photos, videos | <input type="checkbox"/> Other (list) _____ |

Instrumentation: What is needed to record the information?

When will you collect data for each method you've chosen?

Method	Before program	During program	Immediately after	Later

Will a sample be used? _____

No

Yes If yes, describe the procedure you will use.

Pilot testing: when, where, how?



Analyze and Interpret

How will the data be analyzed?

Data analysis methods: _____

Who responsible: _____

How will the information be interpreted—by whom?

What did you learn? What are the limitations?



Use the Information

How will the evaluation be communicated and shared?

To whom	When/where/how to present

Next steps? _____



Manage the evaluation

- Human subject's protection
- Management chart
- Timeline
- Responsibilities
- Budget



Standards

- Utility
- Feasibility
- Propriety
- Accuracy

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