

Evaluation Process Questions—*a primer to help you plan for your next evaluation*

Engage Stakeholders:

Who should be involved in the evaluation?

How might we engage them?

Planning the Evaluation:

Describe the program. What are you going to evaluate?

What question(s) will the evaluation answer?

What is the purpose of the evaluation?

Who will use this evaluation? How will it be used?

What is the timeline for the evaluation?

What evaluation design will you use?

Who will conduct the evaluation?

Collecting Data:

What sources of information will you use? (Existing information, new information, people, etc.)

What data collection approaches will you use? (Surveys, interviews, tests, document reviews, logs, focus groups, etc)

Who will collect data?

Analyzing and Understanding Data:

How will you analyze data?

Who is responsible?

Using the Data:

How will the evaluation be communicated?
With Whom?

How will you apply what you have learned in your program?
