PLANNING YOUR EVALUATION

On these pages are a range of tables that may be useful for planning an evaluation. It is important to keep the amount of evaluation you do relative to the scale of the project - i.e. a one off event will probably require less evaluation than a whole programme of activities run by a voluntary sector organisation.

Whatever the size of your evaluation the following steps are still useful.

1. Describe the program goals, components	
2. State the purpose(s) of the evaluation	
3. Define the audience(s) and stakeholder(s)	
4. List any important contextual factors that may impact the program or evaluation	
5. List the evaluation question(s) that you are attempting to answer	
6. Briefly describe the evaluation design that you have selected (e.g., methods of evaluation)	
7. How will you analyze the data that you collect?	
8. How do you plan to communicate your evaluations results / findings with the stakeholders?	

Reviewing the situation – a record sheet for projects

What is the need you have identified or problem you are trying to solve? (overall aim or impact)	What would make change happen? (rationale for your project)	How do you plan to make change happen? (inputs and outputs)	What results do you want to see? (outcomes)	How can you measure progress? (indicators)

Evaluation Planning Table

Indicators	What information do you already have?	What additional information will you need?	What methods will you use for gathering this information?	Who will take responsibility for gathering this information?	When do they need to do it by?

This guide was developed for Evaluation Support Scotland by Mark Bitel at Partners in Evaluation Scotland with funding from the Scottish Executive. Revised July 09. For other Evaluation Support Guides please visit our website: www.evaluationsupportscotland.org.uk

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