Considerations for Evaluation Planning

Section I: Overview and Program Status

What is the PRIMARY GOAL of the program or activity to be evaluated?

What KEY QUESTIONS do you intend the evaluation will answer?

What methods or design are you considering?

How will you know if the program is successful?

How will you and program stakeholders use the information from the evaluation to make decisions?

Section II: Specific Project Detail - Project Scope

How many subjects or assessments would you be collecting data on, and how often?

What data are or will be available as a routine part of the project?

What additional measures or assessments are you planning to collect?

What else would you like to measure?

What is the timeline for this project? What contextual factors may influence the timeline?

What, if any, resources are available (money, persons, FTE)? Are there local champions for this project? Who are they?

How and to whom do you plan to disseminate your findings?