

Checklist for Program Evaluation Planning

Establish a Team	
<input type="checkbox"/>	Create an evaluation team using internal staff, program facilitators, and external partners with various skills.
<input type="checkbox"/>	Clarify roles and responsibilities, determine thresholds for evaluation success, and consider internal capacity.
Understand the Program	
<input type="checkbox"/>	As a team, identify tools and information about your program, such as a logic model.
Plan a Process Evaluation	
<input type="checkbox"/>	Gather tools for measuring inputs and outputs, such as, program fit and feasibility assessments, reach and recruitment tools, fidelity checklists, participant satisfaction measures, and adaptation trackers.
<input type="checkbox"/>	Determine how these process tools will be delivered and evaluated, identifying roles and instructions for each.
<input type="checkbox"/>	Communicate all survey administration and analysis plans and train those who are involved in each step.
Plan an Outcome Evaluation	
<input type="checkbox"/>	Gather tools for measuring program outcomes and assemble any needed program-specific surveys.
<input type="checkbox"/>	Be sure that someone on your team understands how the surveys are intended to be coded and used properly to collect accurate data - Set up all tools before implementation begins.
<input type="checkbox"/>	Determine how your team will collect, manage, analyze, and interpret the outcome data using best practices.
<input type="checkbox"/>	Communicate all survey administration plans and train with who are involved in each step.
Launch the Evaluation	
<input type="checkbox"/>	With all plans communicated and tools in place, begin the program delivery, data collection and analyzing.
Report Your Findings	
<input type="checkbox"/>	You made it! Share your findings with your team, community, and invested partners in ways that make sense for each audience.