

Evaluation – Preliminary Planning

The following questions will assist in a learning-focused participatory evaluation process. Your responses to these questions will guide the planning and implementation phases and will thus result in a finished product that optimally meets your organization's needs.

1. Why are you conducting your evaluation?
2. Who will be the key audience?
3. How involved can you be in the evaluation process?
4. How can you involve and learn from your funder?
5. What are your longest-term goals?
6. Which changes will the evaluation measure?
7. What is the evaluation timeline?
8. What evaluation method will meet your needs? (choose all that apply)

Needs Assessment

Process Evaluation

Outcome Evaluation

9. What evaluation instrument will meet your needs? (choose all that apply)

Survey

Focus group

Data extraction

Interview