

Building your evaluation plan

Cultural specific core component	Evaluation questions	Indicators of change	Data source	Documenting and improving your evaluation process	Timeline
List the “top 3” core components that you will use to develop your evaluation plan. (This handout will help you pick them)	For each component, list evaluation questions that your organization has about how it is addressing the core component? (Click here for sample questions.)	For each component, list the signs that changes are happening or that these questions are being answered?	For each indicator, write down where you are getting your information from (e.g., survey monkey, exit interview, etc.). Or write “not currently collecting or documenting” if you are not currently collecting this information.	For each indicator that you wrote, “not currently collecting or documenting”, write here how you can start to collect this information. Be sure to make it a realistic process. In order to maximize your success consider what the organization and your team can realistically do to collect this information.	Please write the timeline for which you will collect or document this information on a regular basis.
Component 1:					
Component 2:					
Component 3:					
Example: Organization engages community and participants to shape their organization and programming.	How is participant feedback integrated into the organization and programming?	There is a procedure in the policy manual where the program and/or organization actively implements the feedback from participants.	Not currently documenting	Develop a Program Changes/ Revisions form to document program changes, new procedures etc. as a result of feedback collected.	Timeline: Update this document twice a year.

You’ve developed your evaluation plan, now what?” Go to “How do I do it ?” section for advice and suggestions on collecting information.