

Evaluation planning worksheet

This worksheet will help you to:

- › prepare your evaluation plan
- › gather the information (using the most appropriate data collection tool)
- › analyse the information
- › use the evaluation results.

Preparing your evaluation plan

1. Who is your organisation?

2. Why are you conducting an evaluation?

3. What are the goals and objectives?

4. What are you going to evaluate?

5. Who will use the evaluation, and how will they use the information?

6. When is the evaluation needed?

7. What type of evaluation will you conduct?

- Baseline (or formative)
- Process
- Impact
- Outcome
- All

8. What resources do you need?

- Time
- Money
- People – professional, volunteers, participants

9. Who will conduct the evaluation?

Gathering the information

10. What existing information do you have?

11. What new information do you need to gather?

12. What data collection method(s) will you use?

For help in selecting the most appropriate data collection tools for your evaluation, refer to Phase 4 materials: Evaluation tools.

- Questionnaire/survey
- Document review
- Interview
- Testimonials
- Observation
- Log/journal/diary
- Focus groups
- Photos/videos
- Other (please list)

13. What data collection tools do you have?

14. What data collection tools do you need to develop?

15. Who will collect the data?

Analysing the information

16. Who will compile the information?

17. Who will collect the data?

18. Who will analyse the information?

19. How will the information be analysed?

Using the evaluation results

20. How will the evaluation be communicated and shared?
To whom? When? Where? How will the information be presented?

21. What actions will you take as a result of the evaluation?

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