

Evaluation Planning Checklist

Stakeholders

We have identified and considered the needs of those who:

- will use the evaluation results and recommendations
- are involved in the program being evaluated
- will support evaluation activities

Evaluation Goals

- We have clearly articulated the goals of the evaluation

Data

- We know what our evaluation questions are
- We know what data we need to answer our questions
- We know where to get the data we need
- We have a system to collect the data we need

Evaluation Tools

- We have identified tools that will help us meet our evaluation goals
- The tools we've selected will help us collect the data we need

Privacy

- We know the privacy requirements related to our evaluation
- We have assessed our privacy impact
- We have a privacy plan in place

Analysis

- Data analysis responds to the evaluation questions
- Facts and figures are presented in context
- We have used data visualization where it improves understanding

Utilization

- We know who our audience is and what they want to know
- Our report is structured with the communication style and language of our audience in mind
- Our recommendations have sufficient information to support a decision or be implemented