Outcomes of Interested and Evaluation Questions Worksheet

Purpose

The aim of this worksheet is to help teams brainstorm project-specific outcomes and evaluation questions. The worksheet asks teams to consider outcomes of interest, define them clearly, consider how specific project activities link to these outcomes, and brainstorm strategies to evaluate them.

There are some examples in the document; for more information, please refer the Connecting People & Community for Living Well Resource Guide.

Project Name:

Project Description:

Primary Outcomes of Interest

E.g., To decrease dementia-related stigma; To reduce isolation for the care partners of people living with dementia, To increase awareness of community resources to the residents of Olds, Alberta.

1.

2.

3.

Outcome of Interest #1:

- **What is your definition of this outcome, in the context of your project?**

E.g., If seeking to reduce stigma, what definition of "stigma" are you using? What populations are the target of this outcome (The public, people living with dementia themselves)? What is out of scope for this outcome?

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- *__How__ will your project's activities/deliverables achieve this outcome?*

E.g., What activities/deliverables of your project target this outcome? How do you expect those activities/deliverables to contribute to this outcome? Is there any supporting literature about this project you can reference?

- **How would you _recognize_ that the project had been successful?**

E.g., What differences would you realistically expect to see, if successful? If you asked the participants/ population of interest about this outcome, what answers would you hope for? Are there existing measurements involved in the project?

Possible evaluation questions	How can this question feasibly be answered?
Based on the answers above, what question(s) can you ask to assess whether the project had achieved/made progress towards "success?" What information would be useful to your team to know about this outcome (e.g., are you seeking summarize final outcomes? Are you seeking to improve the project? What information might help you do that?)	What data collection is possible within your capacity (E.g., Survey questions, interviews, attendance records)?
E.g., To what extent did volunteer preconceptions about people living with dementia change after participating in the Generations project?	*An open-ended question included on a project evaluation form, to be completed at the end of volunteering.*

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Outcome of Interest #2:

- **What is your definition of this outcome, in the context of your project?**

E.g., If seeking to reduce stigma, what definition of "stigma" are you using? What populations are the target of this outcome (The public, people living with dementia themselves)? What is out of scope for this outcome?

- *How* **will your project's activities/deliverables achieve this outcome?**

E.g., What activities/deliverables of your project target this outcome? How do you expect those activities/deliverables to contribute to this outcome? Is there any supporting literature about this project you can reference?

- **How would you** *recognize* **that the project had been successful?**

E.g., What differences would you realistically expect to see, if successful? If you asked the participants/ population of interest about this outcome, what answers would you hope for? Are there existing measurements involved in the project?

Possible evaluation questions	How can this question feasibly be answered?
Based on the answers above, what question(s) can you ask to assess whether the project had achieved/made progress towards "success?" What information would be useful to your team to know about this outcome (e.g., are you seeking summarize final outcomes? Are you seeking to improve the project? What information might help you do that?)	What data collection is possible within your capacity (E.g., Survey questions, interviews, attendance records)?
E.g., To what extent did volunteer preconceptions about people living with dementia change after participating in the Generations project?	*An open-ended question included on a project evaluation form, to be completed at the end of volunteering.*

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Outcome of Interest #3:

- **What is your definition of this outcome, in the context of your project?**

E.g., If seeking to reduce stigma, what definition of "stigma" are you using? What populations are the target of this outcome (The public, people living with dementia themselves)? What is out of scope for this outcome?

- ***How* will your project's activities/deliverabLes achieve this outcome?**

E.g., What activities/deliverables of your project target this outcome? How do you expect those activities/deliverables to contribute to this outcome? Is there any supporting literature about this project you can reference?

- **How would you *recognize* that the project had been successful?**

E.g., What differences would you realistically expect to see, if successful? If you asked the participants/ population of interest about this outcome, what answers would you hope for? Are there existing measurements involved in the project?

Possible evaluation questions	How can this question feasibly be answered?
Based on the answers above, what question(s) can you ask to assess whether the project had achieved/made progress towards "success?" What information would be useful to your team to know about this outcome (e.g., are you seeking summarize final outcomes? Are you seeking to improve the project? What information might help you do that?)	What data collection is possible within your capacity (E.g., Survey questions, interviews, attendance records)?
E.g., To what extent did volunteer preconceptions about people living with dementia change after participating in the Generations project?	*An open-ended question included on a project evaluation form, to be completed at the end of volunteering.*

Top Evaluation Questions of Interest

From the questions you have brainstormed, which 3-5 questions will you select for the evaluation? In making your selections, consider:

- **What are your collaborative's <u>priorities</u>?**
- **What is your collaborative's <u>capacity</u> to collect, analyze, and report data?**
- **What information would you <u>most</u> like to know?**
- **What information would be most <u>useful</u> to your collaborative?**

1.

2.

3.

4.

5.

Data Collection Ideas

- **Short surveys of population of interest's expectations, lived experiences, opinions, etc.**

  Survey questions could specifically pertain to the priority evaluation questions. Survey could also be a pre/post survey to show change on the same measures.

- **Written reflections of experiences**

  E.g., Project exit letter, journal entries

- **Interviews with participants/population of interest**

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- **Administrative documents**

  E.g., Attendance forms, hour trackers, financial records, meeting minutes, staff reflections, feedback tracker for verbal feedback from participants.

- **Validated instruments**

  E.g., validated measures of stigma, isolation, social connectedness, quality of life. These can either be used directly or a source of inspiration for your own data collection.

Additional Considerations

- **Informed consent must be collected prior to data collection.**

  Participants must be aware and understand what evaluation participation entails, how their information will be used, what risks and benefits they may face by contributing data, etc.

  Do all participants have capacity to consent for themselves (e.g., participants living with dementia)? Will some require an authorized representative to consent on their behalf?