

Steps to developing an

EVALUATION PLAN



Step 1: Why are you evaluating?

- Identify evaluation objectives and goals
- Identify audience and stakeholders

Step 2: What is being evaluated?

- Select evaluation design
- Develop evaluation questions

Step 3: What will you measure?

- Identify outcomes
- Identify indicators



Step 6: What will I do with the data?

- Develop a data analysis strategy
- Develop a reporting/ dissemination strategy

Step 5: Who will you collect data from?

- Determine sample
- Consider ethics

Step 4: How will you measure it?

- Select data sources and data collection methods



Step 7: How much will this cost?

- Develop a budget

Step 8: Who will do what?

- Determine roles and responsibilities

Step 9: How long will this take?

- Develop timelines



Evaluation Plan

Reference

Australian Institute of Family Studies. (2017). *How to develop a program evaluation plan*. Retrieved from <https://aifs.gov.au/cfca/expert-panel-project/program-planning-evaluation-guide/evaluate-your-program-or-service/how-develop-evaluation-plan>

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