[Insert organisation name/logo]

# PROGRAM EVALUATION CHECKLIST

The following checklist provides an overview of key points to consider when conducting an evaluation of a program/service/project.

|  |  |
| --- | --- |
| **Staff name** |  |
| **Program** |  |
| **Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Items/ topics** | **Yes** | **No** | **Comments** |
|
| **Establish a reference group** | | | |
| Reference group membership determined | **□** | **□** |  |
| Agree on terms of reference for the group | **□** | **□** |  |
| **Design evaluation plan** | | | |
| Evaluation has been incorporated into the program planning and timeline | **□** | **□** |  |
| The type of evaluation has been determined | **□** | **□** |  |
| Program goals are identified | **□** | **□** |  |
| Program objectives are clear, realistic and logical | **□** | **□** |  |
| Strategies to achieve objectives are identified | **□** | **□** |  |
| Program logic is stated in terms of the connection between the:   * Program goal * Program objectives * Program strategies * Evaluation strategy * Impact & outcome indicators for the evaluation * Data collection methods for the evaluation | **□** | **□** |  |
| Mechanisms are in place for systematically reporting back evaluation findings to enable program improvement | **□** | **□** |  |
| **Determine types of indicators to use** | | | |
| Clear and measurable process, outcome and impact indicators are identified | **□** | **□** |  |
| Establish methods to obtain data to assess performance on indicators | **□** | **□** |  |
| Identify which indicators can be routinely collected | **□** | **□** |  |
| **Determine data collection methods** | | | |
| Data collection methods have been determined based on:   * Cost of collecting and analysing data * If technical assistance is needed * If the method fully addresses indicators * Accuracy, validity and reliability * If the data can be routinely collected | **□** | **□** |  |
| Steps have been taken to ensure accurate and valid data collection from stakeholders | **□** | **□** |  |
| Respondents have been informed of confidentiality and informed consent has been obtained | **□** | **□** |  |
| **Conduct and finalise evaluation** | | | |
| Data collected | **□** | **□** |  |
| Results analysed | **□** | **□** |  |
| Evaluation report written | **□** | **□** |  |
| Recommendations developed | **□** | **□** |  |
| **Use results** | | | |
| Recommendations considered by the reference group, management, board and staff | **□** | **□** |  |
| Decisions made about program changes based on the recommendations | **□** | **□** |  |
| Program change management strategies developed and implemented | **□** | **□** |  |
| Findings disseminated | **□** | **□** |  |

***🖌Note\****

*This checklist is adapted from Aylward, P. (2005). Evaluating AOD Projects and Programs. In N. Skinner, A.M. Roche, J. O’Connor, Y. Pollard, & C. Todd (Eds.), Workforce development TIPS (Theory Into Practice Strategies): A resource kit for the alcohol and other drugs field. Adelaide, South Australia: National Centre for Education and Training on Addiction (NCETA), Flinders University*

*\*Please delete note before finalising this document.*