

## Sample Evaluation Plan Review Activity

Read the sample evaluation plan. Use the checklist below as a guide for reviewing the plan and its components.

### Introduction

- Overview of problem and program model
- Purpose and scope of current evaluation
- Timeframe of current evaluation
- Intended use and users of the evaluation results
- Who will be involved in planning and conducting the evaluation

### Program background

- Statement of problem
- Theory of change
- Research evidence supporting the program's theory of change (e.g., prior research on this program or similar programs)
- Summary of previous evaluations of program to be evaluated (if any)
- Narrative account of the program's planned work (Resources, Activities) and desired results (Outputs, Outcomes/Impacts)
- Program logic model
- Description of which program components the evaluation will focus on

### Research questions

- List of the research question(s) that the evaluation will answer
- Is each research question:
  - Clearly stated and specific?
  - Aligned with the program's theory of change and logic model?
  - Able to produce measurable or observable results?
  - Realistic to answer given the resources, time, and experience of the evaluation team?
  - Built on results from prior research and evaluations?

### Evaluation design

- Type of evaluation study design
  - Process evaluation
  - Non-experimental outcome evaluation
  - Quasi-experimental evaluation
  - Experimental evaluation

- Will a comparison or control group be followed?
- Description of evaluation study group(s)

### **Data collection methods**

- What information will be collected?
- Who/what will be the source of data?
- How will the information be collected? (data collection tools/instruments)
- When will data be collected and by whom?
- Will a sample be drawn?

### **Analysis plan**

- How will data be analyzed?
  - Quantitative data analysis techniques
  - Qualitative data analysis techniques

### **Timeline**

- Develop/refine logic model
- Hire/identify evaluator
- Develop evaluation plan and data collection tools/instruments (including IRB clearance if applicable)
- Recruit study participants
- Data collection (baseline, post-test, follow-up periods)
- Analysis
- Report writing (including drafts if applicable)

### **Budget**

- Staffing, materials and supplies, equipment, travel for each major evaluation component
- Percentage of AmeriCorps budget dedicated to evaluation

*Does the plan provide sufficient detail to determine if the planned evaluation will provide the information needed to address the research questions?*

<b>Strengths</b>	<b>Weaknesses</b>

*Does the plan present an evaluation that will meet the CNCS requirements for “small” grantees? Why or why not?*

*Does the plan present an evaluation that will meet the requirements for “large” grantees? Why or why not?*