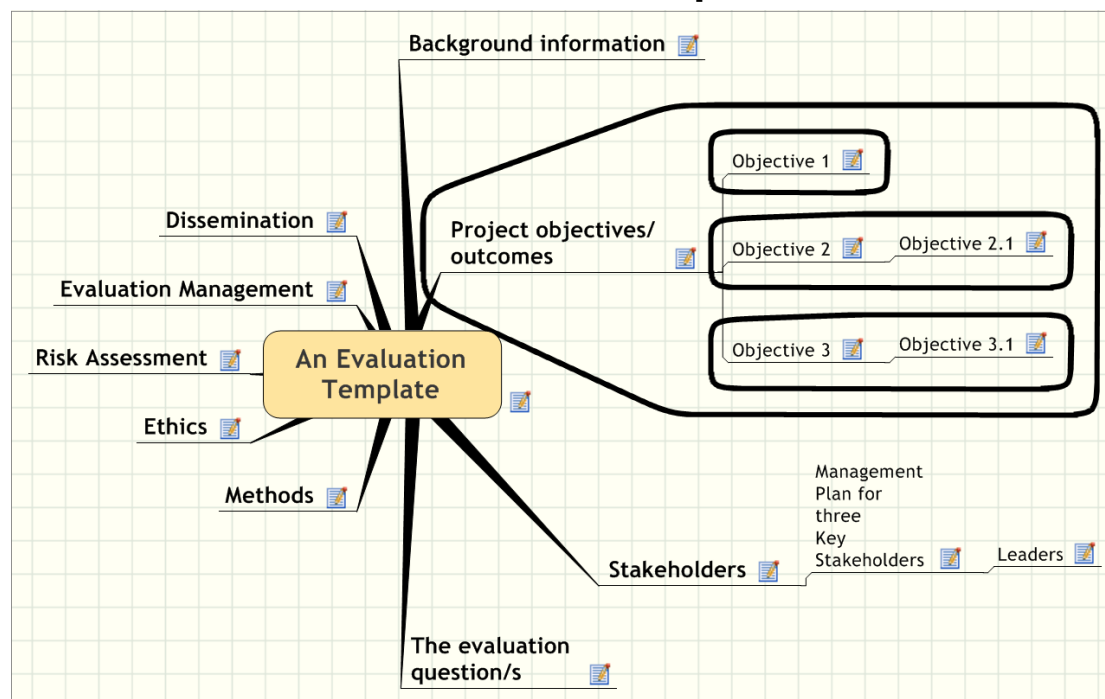


An Evaluation Template



Beginning at the twelve o'clock position, work your way around the map in a clockwise direction. There are a range of instructions which can help you. Have fun.

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1 Background information

Insert background notes which describe the context (the setting) and the nature of the evaluation brief to be completed. Also, perhaps, describe the authenticity and credentials of those who are undertaking the work and the integrity of the groups (stake-holders) for who the work is being undertaken).

2 Project objectives/ outcomes

Typically the project objectives are discrete from the evaluation but they need to be identified and stated so that the focus of the evaluation becomes evident.

Remember that an objective begins with the word "To ...(achieve an action/goal/descriptor) ..." and an outcome indicates the result which means that something will have been achieved (Can be shown in parentheses and in italics after the objectives).

Remember also that the sequence of objectives may warrant thought so that there is a discernible logic to what you are indicating that you want to achieve.

2.1 Objective 1

In this box you need to describe the action/goal that will be undertaken remembering to begin with the word "To ...". Then nominate the result that will have been achieved when the objective has been realised keeping in mind that this will be written in the past tense.

2.2 Objective 2

Once again, describe the action/goal that will be undertaken and once more, remember to begin your objective with the word "To ...". Then, as you did for the first objective, nominate the result that will have been achieved when the objective has been realised. Once again, you should keep in mind that outcomes are written in the past tense.

2.2.1 Objective 2.1

There may be subsidiary objectives and outcomes that flow from a central objective and anticipated outcome.

2.3 Objective 3

The notes that were presented in Objectives 1 and 2 and in their subsidiary objectives will inform you about how you should proceed. Be sure to read the notes attendant to those objectives

2.3.1 Objective 3.1

There may be subsidiary objectives and outcomes that flow from a central objective and anticipated outcome.

3 Stakeholders

Nominate who all of the potential stake-holder are and do so as fully or briefly as is necessary. Identify key stakeholders either but using **bold** or by underlining or by nominating them as key stakeholders in a separate list, or use an asterisk. Remember that when these become exported, they may need further tidying up.

3.1 Management Plan for three Key Stakeholders

The notes here show the kind of things that can become elaborated.

In general, ensure that a set of stakeholder meetings occur re the evaluation, look especially at the formative evaluation and the project plan.

Discuss possibility of Newsletter to peripheral stake-holders.

3.1.1 Leaders

The greater details of the ways in which the researcher/evaluator will deal with a key stakeholder can be further expanded as has been shown below:

Identify a likely person who will help with the evaluation and arrange a meeting;

Explain the project evaluation (use a pre- prepared project summary)

Woodhill Park Research Retreat – An Evaluation Template

Ask about their likely participation in the evaluation and identify their desired evaluation outputs;

Ask, for example, about gaining access to talk to Gang Leaders and gaining their acceptance to take part in the evaluation;

Ask about protocols for involving them and others in the evaluation;

Discuss payoffs to their having been involved in the evaluation.

4 The evaluation question/s

There are likely to be a number of these and three guiding principles ought to be borne in mind: First, remember that there is a distinct difference between a *what* (descriptive) question and a *why* (interpretative) question; second, remember that the ordering of questions can be revised so that a sense of logic prevails; and finally, remember that it is not necessary to ask questions about everything - instead pose questions that pertain to the objectives and ensuing outcomes. '

Sometimes, it is a good idea to print your questions off and to pin them to a notice board so that you ensure a constant focus is maintained.

5 Methods

Methods are a function of questions just as questions are a function of objectives and outcomes. In general, *what* questions are often answered by descriptive surveys and *why* questions are tackled by interviews and focus groups, i.e. qualitative methods. In any case, be sure to interrogate your intentions with respect to reliability and validity.

6 Ethics

You may need to obtain approval from an ethics committee but even if you do not, make sure that your work preserves the integrity and safety of all stake-holders. In particular, keep in mind the protection of identity (anonymity), of privileged information (confidentiality), the security of the information you gather (storage) and the cultural and/or geographical integrity of informants (e.g. ethnicity, religion, gender, location).

7 Risk Assessment

There is a need to seriously consider matters such as the manifest and latent consequences of what might happen as a result of an evaluation - not just from the perspective of the organisation or stakeholders being evaluated, but also from the perspective of the evaluator.

8 Evaluation Management

Gantt charts might be useful here. Resources and time allocations as well as milestones ought to be identified.

9 Dissemination

For whom will the work be completed and to whom will the findings be released and how will this be achieved? That is the question.