

APPENDIX A: EVALUATION PLAN

NAME OF YOUR PROJECT:

DATES:

PREPARED BY:

IN COLLABORATION WITH:

FOR QUESTIONS RELATED TO THIS EVALUATION, CONTACT:

REVISED:

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Goals and Outcomes

GOAL 1

Outcome 1.1

Outcome 1.2

GOAL 2

Outcome 2.1

Outcome 2.2

LOGIC MODELS

INSERT HERE

STRATEGIES AND ACTIVITIES

Describe the strategies and activities that are being implemented to achieve project goals and outcomes

METHODS

Data Collection and Analysis

Both process and outcome evaluation activities will be used to track the implementation of strategies and outcomes for each of the PPOs included in the Pathways Plan. Table 2 displays the intended measures, data collection methods and data analyses associated with each outcome.

Table 2: Outcomes, Measures, Data Collection Methods and Data Analysis

| GOAL 1: | | | |
|-----------------------|---|----------------------|---------------|
| EVALUATION QUESTIONS: | | | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| OUTCOME | INDICATOR/MEASURE (INCLUDE QUESTION #, SPECIFIC WORDING) | DATA COLLECTION TOOL | DATA ANALYSIS |
| 1.1 | → | → | → |
| | → | → | → |
| 1.2 | → | → | → |

| GOAL 2: | | | |
|-----------------------|---|----------------------|---------------|
| EVALUATION QUESTIONS: | | | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| OUTCOME | INDICATOR/MEASURE (INCLUDE QUESTION #, SPECIFIC WORDING) | DATA COLLECTION TOOL | DATA ANALYSIS |
| 1.1 | → | → | → |
| | → | → | → |
| 1.2 | → | → | → |



Table 3: List of Data Collection Tools by Year

| DATA COLLECTION TOOLS FOR YEAR 1 | DATA COLLECTION TOOLS FOR YEAR 2 | DATA COLLECTION TOOLS FOR YEAR 3 |
|----------------------------------|----------------------------------|----------------------------------|
| . | . | . |
| . | . | . |
| . | . | . |
| . | . | . |
| . | . | . |
| . | . | . |

Table4: Data Collection & Analysis Time Line and Work Plan

| | GOAL 1 | GOAL 2 | GOAL 3 |
|---|--------|--------|--------|
| DATA COLLECTION TOOL | | | |
| WHEN ADMINISTERED, WITH WHOM, BY WHO | | | |
| WHEN DATA ENTERED, BY WHO | | | |
| WHEN DATA ANALYZED, BY WHO | | | |
| WHEN DATA SHARED | | | |



DATA ANALYSIS

Data will be primarily analyzed by _____, in collaboration with _____. The primary users of the results of evaluation findings will be _____. Data analyses will focus on framing and answering three questions that offer a structure for critical analysis and for using data to drive action. The questions are:

- What? (i.e., observations) “What” is about summarizing the facts. What happened? What did we observe? What did we do? What did we expect and what was different?
- So What? (i.e., reflections) “So what” gets at opinions and connects data to meaningful analysis and insight in order to make decisions. What do the data mean to the project? What conclusions can be drawn from the data? Why do the facts matter? To your planning team? To community partners? Did we find anything that surprised us?
- Now What? (i.e., actions) “Now what” turns conclusions into go-forward actions. These are recommendations for what should be done next. What will we do different? How can we apply this learning? What follow-up is needed to address any challenges or difficulties?

Summaries will be written with the primary users in mind and will be organized according to these three sections, which are particularly well-suited for engaging a reflective discussion.

In the final year of the project, data analysis questions will shift to a summative lens, examining the extent to which each of the Goals was achieved.

USE OF FINDINGS

Sharing Data

Process for Interpreting and Communicating Collected Data

The following steps are proposed as the process for interpreting data and communicating results:

1. How often
2. In what format
3. Shared by and with who

SUPPLEMENTAL MATERIAL

Appendices Available Upon Request

DATA COLLECTION TOOLS

LIST HERE

MEMOS, FINDINGS SUMMARIES AND FOUNDATIONAL DOCUMENTS

LIST HERE