

[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:

Date:

Program:

<u>Establish a Reference Group</u>		
Issue	YES / NO	Comments
Reference group membership determined		
Agree on terms of reference for the group		

<u>Design Evaluation Plan</u>		
Issue	YES / NO	Comments
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: <ul style="list-style-type: none"><li>- Program goal</li><li>- Program objectives</li><li>- Program strategies</li><li>- Evaluation strategy</li><li>- Impact &amp; outcome indicators for the evaluation</li><li>- Data collection methods for the evaluation</li></ul>		
Mechanisms are in place for systematically reporting back evaluation findings to enable program improvement		

<u>Determine Types of Indicators to Use</u>		
Issue	YES / NO	Comments
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		

<u>Determine Data Collection Methods</u>		
Issue	YES / NO	Comments
Data collection methods have been determined based on: <ul style="list-style-type: none"> <li>- Cost of collecting and analysing data</li> <li>- If technical assistance is needed</li> <li>- If the method fully addresses indicators</li> <li>- Accuracy, validity and reliability</li> <li>- If the data can be routinely collected</li> </ul>		
Steps have been taken to ensure accurate and valid data collection from stakeholders		
If a survey or interview will be used, this has been trialled/ piloted with an appropriate sample		
Respondents have been informed of confidentiality and informed consent has been obtained		

<u>Conduct and Finalise Evaluation</u>		
Issue	YES / NO	Comments
Data collected		
Results analysed		
Evaluation report written		
Recommendations developed		

<u>Use Results</u>		
Issue	YES / NO	Comments
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		

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