Worksheet A
Possible Project–Level Evaluation Activities

Phase	
Pre-Project	• Assess needs and assets of target population/community. • Specify goals and objectives of planned services/activities. • Describe how planned services/activities will lead to goals. • Identify what community resources will be needed and how they can be obtained. • Determine the match between project plans and community priorities. • Obtain input from stakeholders. • Develop an overall evaluation strategy.
Start-Up	• Determine underlying program assumptions. • Develop a system for obtaining and presenting information to stakeholders. • Assess feasibility of procedures given actual staff and funds. • Assess the data that can be gathered from routine project activities. • Develop a data-collection system, if doing so will answer desired questions. • Collect baseline data on key outcome and implementation areas.
Implementation and Project Modification	• Assess organizational processes or environmental factors which are inhibiting or promoting project success. • Describe project and assess reasons for changes from original implementation plan. • Analyze feedback from staff and participants about successes/failures and use this information to modify the project. • Provide information on short-term outcomes for stakeholders/decision makers. • Use short-term outcome data to improve the project. • Describe how you expect short-term outcomes to affect long-term outcomes. • Continue to collect data on short- and long-term outcomes. • Assess assumptions about how and why program works; modify as needed.
Maintenance and Sustainability	• Share findings with community and with other projects. • Inform alternative funding sources about accomplishments. • Continue to use evaluation to improve the project and to monitor outcomes. • Continue to share information with multiple stakeholders. • Assess long-term impact and implementation lessons, and describe how and why program works.
Replication and Policy	• Assess project fit with other communities. • Determine critical elements of the project which are necessary for success. • Highlight specific contextual factors which inhibited or facilitated project success. • As appropriate, develop strategies for sharing information with policymakers to make relevant policy changes.