

PROGRAM EVALUATION SCOPING QUESTIONS

11 questions to kickstart an evaluation

Why and What?

- Who will use the evaluation findings?
- What will they use them for?
- Why do the evaluation *now*? (Why not before? Why not later?)
- What are the top three questions you would like it to answer?
- What other questions are also important?



How?

- What information on the program do you already have (that the evaluation might be able to use)?
- For example, program descriptions (as on the website), monthly reports, information provided to participants, partners/funders and/or which staff use to run the program?
- Which information is/isn't available electronically?
- Who might the evaluation ask about the program e.g., participants, staff, partners/funders, etc.? How do you usually connect with them?
- What other sources of information might the evaluation use e.g., other studies done on the program or similar programs, or programs with similar outcomes, or ?



Who?

- How involved would you like to be in the evaluation? What roles would you like us to have? For example, would you like to be directly involved in every step/activity, only review what is produced or something in between?
- What experience do you and others involved have with evaluation? In particular, with creating theories of change and gathering/reporting info on outcomes?

