Sample Evaluation Plan Review Activity

Read the sample evaluation plan. Use the checklist below as a guide for reviewing the plan and its components.

Introduction

☐ Overview of problem and program model
☐ Purpose and scope of current evaluation
☐ Timeframe of current evaluation
☐ Intended use and users of the evaluation results
☐ Who will be involved in planning and conducting the evaluation

Program background

☐ Statement of problem
☐ Theory of change
☐ Research evidence supporting the program’s theory of change (e.g., prior research on this program or similar programs)
☐ Summary of previous evaluations of program to be evaluated (if any)
☐ Narrative account of the program’s planned work (Resources, Activities) and desired results (Outputs, Outcomes/Impacts)
☐ Program logic model
☐ Description of which program components the evaluation will focus on

Research questions

☐ List of the research question(s) that the evaluation will answer
☐ Is each research question:
   o Clearly stated and specific?
   o Aligned with the program’s theory of change and logic model?
   o Able to produce measurable or observable results?
   o Realistic to answer given the resources, time, and experience of the evaluation team?
   o Built on results from prior research and evaluations?

Evaluation design

☐ Type of evaluation study design
   o Process evaluation
   o Non-experimental outcome evaluation
   o Quasi-experimental evaluation
   o Experimental evaluation
Will a comparison or control group be followed?
Description of evaluation study group(s)

Data collection methods

- What information will be collected?
- Who/what will be the source of data?
- How will the information be collected? (data collection tools/instruments)
- When will data be collected and by whom?
- Will a sample be drawn?

Analysis plan

- How will data be analyzed?
  - Quantitative data analysis techniques
  - Qualitative data analysis techniques

Timeline

- Develop/refine logic model
- Hire/identify evaluator
- Develop evaluation plan and data collection tools/instruments (including IRB clearance if applicable)
- Recruit study participants
- Data collection (baseline, post-test, follow-up periods)
- Analysis
- Report writing (including drafts if applicable)

Budget

- Staffing, materials and supplies, equipment, travel for each major evaluation component
- Percentage of AmeriCorps budget dedicated to evaluation
Does the plan provide sufficient detail to determine if the planned evaluation will provide the information needed to address the research questions?

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Does the plan present an evaluation that will meet the CNCS requirements for “small” grantees? Why or why not?

Does the plan present an evaluation that will meet the requirements for “large” grantees? Why or why not?