
EVALUATION PLAN CHECKLIST

✓ **There are logic models representing major projects or initiatives**

A logic model should serve as the basis of your evaluation plan. A well-done logic model clearly maps out your program's activities and goals, and can help guide the questions that your evaluation will focus on. See [our resources on logic models](#) for more information.

✓ **Evaluation questions reflect community priorities**

- Stakeholders helped to generate and/or prioritize questions
- Evaluation questions relate to equity goals

Using an inclusive process to generate questions of interest to [your stakeholder community](#) will help maximize interest and participation in evaluation work. Once you clarify your pressing evaluation questions, you can design an approach to data collection and analysis that will help you answer them. Use our [equitable evaluation guiding questions](#) to assess your practice.

✓ **Evaluation activities are guided by an evaluation plan**

- The purpose(s) and audience(s) for program evaluation are clearly defined
- Data collection and analysis plan is aligned to evaluation purpose
- Communication plan is designed to meet the needs of evaluation audience(s)

Which evaluation activities you decide to undertake will be determined by the overall purpose(s) of your evaluation, and its intended audience(s). Data collection and analysis activities should be culturally relevant and appropriate to the context of your organization. Use our [indicator selection worksheet](#) to identify the best indicators for your evaluation plan. Involving stakeholders in the planning process can help to ensure appropriate methods. Use our [evaluation planning worksheet](#) and [template](#) to create your plan.

✓ **Overall burden is minimized for program staff and participants**

You may be tempted to collect as much data as possible, but this can be burdensome to program participants and staff. Use our [data collection inventory](#) to assess your data collection practice, then create a [timeline of evaluation activities](#) can help you to see whether your data collection activities are appropriately spread out over the course of your program year.

✓ **Evaluation budget is aligned to the scope and approach outlined in the evaluation plan**

Even the most basic evaluation activities come with some costs. It is good practice to lay these out in advance so that your evaluation activities are adequately resourced. See our [budgeting tip sheet](#) and [sample budget workbook](#) for more information.