

ATTACHMENT 5:

PROCESS EVALUATION PLANNING GUIDE – TEMPLATE

NPO Name_____

Program to be evaluated_____

STEP 1—DESCRIBE THE PROGRAM

Brief description of program to be evaluated.Examples of information to be provided: What does the program do, when did it start, what is its budget,how many people work on it (paid staff and volunteers), who are the beneficiaries and how may beneficiaries are there?

STEP 2—DETERMINE THE TIMEFRAME

Timeframe for the evaluation (How long a time period will the evaluation cover?)___Short-term (1-2 years)___Intermediate Term (3-4 years) ___Long term (5 or more years) Time period covered_____

STEP 3—IDENTIFY THE MAJOR ACTIVITIES ASSOCIATED WITH THE PROGRAM AND PERFORMANCE TARGET FOR EACH ACTIVITY

MAJOR PROGRAM ACTIVITIES	PERFORMANCE TARGET

STEP 4—DETERMINE HOW EACH PERFORMANCE TARGET WILL BE MEASURED

PERFORMANCE TARGET	DATA SOURCE	DATA ELEMENTS TO BE COLLECTED

STEP 5—ASSIGN TIMELINES AND RESPONSIBILITIES FOR CONDUCTING THE EVALUATION

ACTIVITY	ASSIGNED TO	START DATE	END DATE

STEP 6—PREPARE REPORT COMPARING PERFORMANCE TARGETS WITH ACTUAL RESULTS. PROVIDE EXPLANATION FOR DEVIATIONS FROM TARGET, IF KNOWN.

PERFORMANCE TARGET	ACTUAL RESULTS ACHIEVED	COMPARISON TO TARGET	REASON FOR DEVIATIONS FOR TARGET

STEP 7—REVIEW YOUR RESULTS AND IDENTIFY AREAS FOR FOLLOW-UP

What do your results tell you? What additional questions do they raise?