A one-page guidance checklist for your Evaluation Project: What does good look like?

This one page guide can be used by anyone planning to undertake an evaluation, including remotely-conducted evaluations. It offers a quick checklist to help you deliver an evaluation. It aims to help with initial planning, dissemination and implementation. Please send any feedback to Evaluation Online Toolkit

	Questions to ask yourself	**Check**
1	Have you done your homework and checked whether an evaluation has been done before or whether existing research or publications cover what you are trying to evaluate?	
2	Do you have a concise and clear set of aims and objectives for the evaluation? This will provide the focus and allow you to plan to meet the project aims.	
3	Is a clear project plan in place with what tasks are required by when and by whom in the team? Try looking at local examples and evaluation case studies to help develop your project plan.	
4	Is the proposal achievable within the timeframe? Does it need reducing to be more manageable?	
5	Do you have a budget or resource for the evaluation?	
6	Is a risk register in place that includes the risks/barriers to meeting the aims and objectives? Remember to include risks associated with remote collection and transfer of data. How will this be monitored?	
8	What may the challenges/sensitivities be? How do you plan to overcome these?	
9	Which stakeholders/individuals (those with an interest in the project outcomes, including members of the public/ service users/ carers) should you involve? These may be individuals from multiple organisations locally and even nationally (clinical, academic, management, etc.) In a remote evaluation, what means of communication (e.g. on-line, telephone) will work best for members of the public/service users and carers?	
10	What ethical issues does your evaluation raise? Think about how to address ethical issues.	
11	Have you sought the necessary Research and Development Department and organisational permissions for the project? Do you have good managers support from the service you are evaluating?	
12	What are the best approaches/methods to use to collect the data required to answer the evaluation questions? Are these feasible for an evaluation being conducted remotely? If not, how can you adapt them?	
13	Do you know who owns and provides access to the data you need? Are there relationships you need to develop or other people you could include in the project management team to help this, eg: sponsor, funder, 'gate-keeper'?	
14	How will you recruit participants/ access information? Do you need information along a clinical pathway that involves accessing more than one organisation – this may result in a better project than focussing on a single part of the pathway in a single organisation.	
15	How will you analyse your data? Do you have access to any necessary software?	
16	Do you have a reporting /communication plan in place to share findings? Ensure this includes the evaluation team, all stakeholders and any public contributors.	
17	How will you publish and disseminate after the project? Think about the procedures you need to follow to ensure a smooth process for eventual publication; this may be on the web, as a poster or guidance document, a leaflet or journal publication.	
18	What is your role to support the funders/sponsors with initial implementation of findings/outcomes? What is your agreed plan and resource for this?	