

Evaluation 101 Worksheet

Mountain West Arts Conference 2017

Title of Evaluation. What will you be evaluating?

What is the purpose of the evaluation?

What are your evaluation questions? What do you want to know?

1.

2.

3.

Stakeholders.

Who are your stakeholders?

How should they be involved?

How will you and the other stakeholders use the evaluation? Also, how will you engage the stakeholders throughout the evaluation process?

Outcomes and Indicators.

What do you hope to accomplish/know?	How will you know if you have been successful?

Evaluation Design	When to Use
Needs Assessment	
Frontend Evaluation	
Formative Evaluation	
Summative Evaluation	

Which evaluation design will you use? Why?

Which data collection method(s) will you use?

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Survey | <input type="checkbox"/> Observations | <input type="checkbox"/> Interviews |
| <input type="checkbox"/> Document analysis | <input type="checkbox"/> Focus groups | <input type="checkbox"/> Case study |
| <input type="checkbox"/> Tests | <input type="checkbox"/> Journal, log, diary | <input type="checkbox"/> Other _____ |

Why did you choose those data collection methods? How will they answer the original evaluation questions?

Instrumentation. What is needed to record the information?

Data Analysis Methods. How will the data be analyzed, and by whom?

Reporting and Use. How will the evaluation results be used and shared, and with whom?

