

## Toolkit Template: *Steps to take in the process of planning an evaluation*

<b>Questions to ask</b>	<b>Answers</b>
1 Before starting <ul style="list-style-type: none"> <li>• Who needs to be involved?</li> <li>• What skills will be required?</li> <li>• What is the timing/timescale?</li> <li>• What are the budgetary implications?</li> </ul>	
2 What is the issue being investigated?	
3 What is the purpose of the evaluation?	
4 Where to get the information needed?	
5 Who should be studied?	
6 What is the best evaluation method?	
7 How should we collect the data?	
8 What instrument should we use?	
9 Who should collect the data?	
10 How should we analyse the data?	
11 What are the implications of the evaluation for policy and practice?	
12 How should we report the results effectively?	

Note: once the planning stage has been completed and an evaluation is underway, unexpected issues may arise, which may make it necessary to go back to some/all of these steps and make modifications. It is essential, therefore, that an evaluation and the team of people undertaking it are well-managed and have the opportunity to revisit and discuss all stages of the process at regular intervals.