

# STEP 5

## Planning for Evaluation



## Section 7: Planning for Evaluation

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### a) **Desired Outcomes**

This aspect has been integrated into the previous steps to a greater or lesser degree. What is included here is a series of overheads and worksheets that will supplement what is in the Workbook. It will:

- Provide some background training in program evaluation, if desired; and,
- Provide worksheets to develop your local evaluation plan.

### b) **Necessary Preliminary Information**

Before approaching this step, the group should/could:

- review the relevant information from previous steps and sessions to ensure all are familiar with the background documentation.
- approve finalized four year and one year implementation plan so the details of the evaluation plan can be addressed.
- have confirmation of what the year's evaluation budget is and whether it is an overall budget for all evaluation activities or program- specific.
- invite representation from other organizations who bring an interest or expertise in evaluation to assist with this planning process.
- have decided on the overall scope of the evaluation and what level will be measured both annually and over the 4 years (ie. Process, outcome, impact). This will also set direction as to whether a 4 year evaluation plan is being developed and/or annual ones. Clarification from the funders on the expectations in this regard is likely required as well.

### c) **Workbook Links**

The Evaluation section can be found on pages 46 through 55. Several examples of completed aspects of this step can be found in this section. Worksheets 5-1 through 5-4 can be applied to this step.

### d) **Recommended Representatives**

*Individuals:*

At least one person for each group of programs that have been developed should be involved in the evaluation planning as they will have a good idea of the specific intent and direction of each program.

*Intervention Specific Work Groups:*

Because it will be the programs of the work groups that will be evaluated, it is recommended that the workgroup get the opportunity to review the evaluation plan, especially those sections that relate directly to their program.

*Full Coalition:*

Because of the resource implications of the Evaluation plan, the full coalition should review the plan as part of the overall submission.

*Planning Sub-Committee:*

If this group was in existence for previous steps, they might continue instead of a specific Evaluation work group. If a working group does not already exist for this, this group might take on that program.

**e) Sample Design**

- This has not been provided in the same degree of detail as for other steps as the variations between communities in what they will do and what they need undertake to accomplish it is too vast to allow for any consistent approach. Accessing the suggested resources and the overheads provided will assist communities in this step.

**f) Supplementary Material**

- Ministry Activity Plan form.
- Overheads and Worksheets provided here.

**g) "Icebreaker"**

*"What's in a Word?"*

Write the word "Evaluation" on a FC. Go around the group to discover how many words they can generate out of the letters in evaluation that have something to do with the concept.

*"Word Search"*

Included is a word search puzzle that could be used effectively if it is prudent with a group to review terminology related to evaluation.

## h) **Overheads**

- Program Planning Framework (same as Step 1)
- Step 5: Planning for Evaluation
- THCU 10 Evaluation Steps
- Types of Evaluation
- Evaluation Presentation (19)