WORKSHEET 1: *What's my next step?*

These steps are listed (more or less) in order. Try to avoid skipping steps. If you are facing challenges at one step, it is unlikely you will be able to succeed at a later step until you address these challenges.

	How are we doing right now?	**What obstacles are in our way?**	**What is our next step?**
We have clear, important reasons for doing evaluation.			
We have buy-in from the key people.			
We have clearly explained the project we want to evaluate, including both short-term and long-term outcomes.			
We know what we want to learn about our program and its outcomes; we have clear evaluation questions.			
We know where to find the answers to these questions; we have clear indicators			
We know how we want to analyze and interpret our data.			
We have a plan for communicating our findings.			

WORKSHEET 2: *Who's On Board?*

List the stakeholder groups with an interest in the program being evaluated (may include board members, funders, partners, staff, volunteers, participants, etc)	Which groups to you want to act on the evaluating findings, and how?	What kind of evaluation information is most meaningful or useful to them?	What reservations might they have about evaluation?

WORKSHEET 3: *Asking POWERFUL Questions*

Choose 2 or 3 of the most important immediate changes (short-term outcomes) you identified in your logic model. For each of these changes you hope to achieve, **list some potential questions you would like to ask to help evaluate what impact your event has made** related to these changes. Reflect on how you could use the information generated from answering these questions. What are the questions, that when answered, will move you to a new place or enable you to act in new ways?

Short-term Outcomes (Immediate changes we want people to experience)	**Evaluation Questions**	**What ACTIONS could you take with the answers to this question?**
Outcome 1: ______________________	1.	
	2.	
	3.	
Outcome 2: ______________________	1.	
	2.	
	3.	
Outcome 3: ______________________	1.	
	2.	
	3.	

WORKSHEET 4: *Identifying Indicators*

Choose 2 or 3 of the most important evaluation questions identified on the previous worksheet. For each question, think about whether you already have any information that might provide part of the answer. Quantitative information may include survey ratings, attendance numbers, information from intake forms, website hits, wait list statistics or many other things. Qualitative information may include stories, testimonials, photos, artwork created by participants, videos, or media coverage. In the last column, think about what new information (indicators) you would need to develop a strong answer to the question.

Evaluation Questions	**What quantitative information do we already have that helps to answer this question?**	**What qualitative information do we already have that helps to answer this question?**	**What additional indicators (qualitative or quantitative) would help to fill out our answer to this question?**

WORKSHEET 5: *Developing an Outcome Evaluation Plan*

Complete the first two columns of the table based on your answers on the previous worksheets. Identify some of the different ways you could collect the information you need to answer the evaluation questions (e.g., survey, interviews, etc.). Next, reflect on how practical it would be to gather this information. Finally, prioritize your measurement ideas based on importance, quality, and practicality. It is best to measure a few things really well rather than trying to measure too many things poorly.

Evaluation questions	Indicators: *Things you can observe to know if you are on track*	Data collection tools or strategies *What tools would you use to gather this info?*	Who would collect the info? Who would you collect info from?	How will it be analyzed? By whom? When?	How will we share the results?

↑ ↑

Insert info from previous worksheets