

Sample Evaluation Plan Review Activity

Read the sample evaluation plan. Use the checklist below as a guide for reviewing the plan and its components.

Introduction

- Overview of problem and program model
- Prior research on this program or similar programs
- Purpose of current evaluation
- Scope of current evaluation

Description of Intervention/impact theory (logic model)

- Planned work (Resources, Activities)
- Desired results (Outputs, Outcomes/Impacts)

Evaluation methods (design, data collection, analysis)

- Implementation or Outcomes questions the evaluation will address
- Evaluation study design (Process/Implementation or Outcome/Impact)
- Data collection methods
 - What will be collected?
 - How will the information be collected?
 - From whom will data be collected? (Sampling?)
 - When will data be collected?
- How will data be analyzed?
 - Statistical analysis for quantitative data
 - Content analysis for qualitative data

Timeline

- Study planning (including IRB clearance if applicable)
- Sampling/comparison group identification
- Data collection instrument
- Data collection (baseline, post-testing, follow-up periods)
- Analysis
- Report writing (including drafts if applicable)

Budget

- Staffing, materials and supplies, equipment, travel for each major evaluation component
- Percentage of AmeriCorps budget dedicated to evaluation

Does the plan provide sufficient detail to determine if the planned evaluation will provide the information needed to address the research questions?

Strengths	Weaknesses

Does the plan present an evaluation that will meet the CNCS requirements for “small” grantees? Why or why not?

Does the plan present an evaluation that will meet the requirements for “large” grantees? Why or why not?