Process Evaluation Planner

Use this tool to help plan your process evaluations.

* 1. Make as many copies of the tool as you need for your work group to complete this task.
  2. Important: Assign a keeper of the data, the person responsible for collecting the instruments, tools, and notes containing all the process information you gather in the course of the program. The person who takes on this role needs to be especially organized and reliable.
  3. Have your BDI Logic Model, work plan, and program materials (i.e., guide or manual if available) handy, as well as tip sheets from this step and other completed tools.
  4. Enter data for each question on the Process Evaluation Planner.
* Evaluation tools/methods you plan to use (e.g., surveys, focus groups, questionnaires)
* Anticipated schedule for completion
* Persons responsible for gathering the data for each question

Process Evaluation Planner

|  |  |  |  |
| --- | --- | --- | --- |
|  | Evaluation Methods & Tools | Anticipated Schedule  for Completion | Person Responsible |
| 1. What were the program participant characteristics? |  |  |  |
| 1. What were the individual dosages of the program participants? |  |  |  |
| 1. What level of fidelity did the program achieve? |  |  |  |
| 1. How satisfied were the participants? |  |  |  |
| 1. What was the staff’s perception of the process? |  |  |  |
| 1. How closely did the program follow the work plan? |  |  |  |
| 1. How clearly did the staff communicate program goals and content? |  |  |  |