**ACTION PLAN FOR A SYSTEMATIC PROGRAM EVALUATION**

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| 1. **SECURE SUPPORT**
 | ***Who are the stakeholders? How will you engage them to support the evaluation? What challenges do you anticipate? How will you address them?*** |
| 1. **WHO WILL CONDUCT AND OVERSEE THE EVALUATION**
 | ***Will the evaluation be conducted by an individual, task force, or a team? What staff or personnel will be consulted in the process? How will the evaluation be monitored?*** |
| 1. **PURPOSE**
 | ***Why are you conducting this evaluation? What is the primary and secondary purpose of it? How will the purpose meet the expectations of the stakeholders?*** |
| 1. **AREAS TO BE ADDRESSED AND EVALUATION QUESTIONS**
 | ***What specific areas of the program are to be judged? Create specific questions to be answered about these areas?*** |
| 1. **EVIDENCE AND DATA**
 | ***Who will supply the evidence? Participants, supervisors, staff, community?******What existing data is available and relevant?*** |
| 1. **DATA COLLECTION TECHNIQUES**
 | ***Which techniques will you use to collect data?******QUALITATIVE******Interviews, observations, focus groups******QUANTITATIVE******Pre and Post test scores, attendance figures*** |
| 1. **EVALUATION APPROACH**
 | ***Which approach will you use? Formative? Summative? Both?*** |
| 1. **EVALUATION CRITERIA**
 | ***Set criteria for each evaluation question. Construct criteria for both qualitative and quantitative data.*** |
| 1. **TIME, BUDGET RESOURCES**
 | ***Determine budget and timeline for completion of the evaluation. Divide tasks into steps.*** |
| 1. **REPORTING AND USE OF RESULTS**
 | ***How will the evaluation results be organized and communicated?*** |

