



Evaluation Checklist

Below is a checklist of key steps to be taken for effective evaluation of a project. Please refer to the Evaluation Toolkit for full support evaluating your project.

Start with why

- ☐ Have you used a logic model or similar process to think through the process/output and outcome measures of interest for your evaluation?
- ☐ Have you thought through how the outputs lead to outcomes in a logical flow? (See side 10 of Toolkit)
- ☐ Have you checked the outcomes ladder guide? (See slide 57 of Toolkit)
- ☐ Have you voted and ranked your most important and measurable outcome measures? (see slide 8 of Toolkit)
- ☐ Do you now have an agreed, prioritised and achievable list of outcome measures?

Measures checklist

- ☐ Do you have a plan for using existing data sources to track and monitor your selected measures?
- ☐ Do you have a plan for collecting new quantitative or qualitative data if required?
- ☐ Have you assigned roles and responsibilities for measurement as part of your evaluation action plan?

Things to think about

- ☐ Who are the key stakeholders and audience for the evaluation findings and are their expectations realistic?
- ☐ Do you have a sense of how long it will take to achieve the intended outcomes of the intervention?
- ☐ What are the decision points and what needs to be known before any decisions can be made and what is the governance process?
- ☐ What is the requirement for evidence, are you able to make a judgment about the balance of practicality vs robustness of the evaluation?
- ☐ Don't reinvent the wheel – are you aware of how others have approached evaluation of similar interventions?
- ☐ Is it possible to begin the evaluation before intervention implementation?
- ☐ What are your resources and who will undertake the evaluation? Will it be internal or commissioned externally?
- ☐ Will there be a mechanism to identify intervention participants in the data analysis phase?

- ☐ How will evaluation findings be communicated to key stakeholders and audiences during and after the intervention?
- ☐ Have you considered whether you will need an ethics review? Do I need NHS Ethics approval? (www.hra-decisiontools.org.uk)
- ☐ Have you assessed the risks of evaluation and added them to a risk register?

Design

- ☐ Have you chosen your type of evaluation design, how and when you collect and analyse data and whether you compare outcomes in the intervention group to a control group? (see Design section of Toolkit and start at slide 32)

Further considerations

- ☐ Will your evaluation produce valid and reliable information?
- ☐ Will your evaluation provide timely and relevant information for decision-making?
- ☐ Will you be able to tell whether your intervention is/is not working and importantly why, not just what and how?