

PROGRAM EVALUATION CHECKLIST

Program evaluation is complex and requires strategic planning to ensure success in all aspects—implementation, thorough data analysis and interpretation, and deliberate use of the results to grow your program and secure funding. Use this checklist to complete key planning considerations.

Contact **Children and Family Futures, Research and Evaluation Team** for help in planning for and designing your evaluation.

DEFINE SUCCESS

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- ☐ How is success defined for your program?
 - ☐ Have you identified process, short-term, and long-term outcomes?
 - ☐ Is there alignment among funders and stakeholders on the definition of success?

GARNER INVESTMENT

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- ☐ Do you have buy-in from leadership and other stakeholders?
 - ☐ What specific supports are needed from leadership and others?
 - ☐ Are adequate resources available to support the program evaluation?

DEVELOP DATA INFRASTRUCTURE AND GOVERNANCE

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- ☐ What data sources are necessary—and which are currently available?
 - ☐ Are the data valid and reliable?
 - ☐ What are the strategies for data collection, management, and analysis?

TELL YOUR PROGRAM'S STORY

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- ☐ Which data points best illustrate your program's value and progress?
 - ☐ How will you translate data into a compelling and meaningful story for funders and stakeholders?
 - ☐ Which communication methods will be most effective for your intended audience and purpose?



CHILDREN AND FAMILY FUTURES
Strengthening Partnerships, Improving Family Outcomes