

PHASE 3  
APPLY

# Evaluation Tool Template

Effort ●●●●●

## Objective

To establish a basic outline for program evaluation and guide the research protocol.

***Note:** When conducting any research, especially with human subjects, you may need to get prior approval from the institutional review board. Be sure to budget enough time for this process.*



## Time needed

Multiple days, depending on scope



## Participants

Design and research team

## How to use this tool

To know if your program reached the desired outcomes, you need to ask yourself the following questions:

- Were we successful?
- What happened?
- Did the program achieve the expected outcome?
- Is the outcome due to our program or something else?
- What have we learned for the next round?

Use this template to draft an outline for your research protocol.

1. **Reflect on the program's goals and objectives.** Refresh yourself with what you set out to do at the beginning of the program. What problem were you trying to solve? What steps were taken to solve that problem? How will you know when the program has been successful in solving the problem?
2. **Define indicators.** Look back at the indicators you developed for monitoring and decide if you want to carry any of those forward. Think about what you still need to measure to answer the overarching questions of "was our program successful?" Consider both process and outcome indicators.
3. **Outline data collection.** Define the methods and information you want to use for gathering data. Think about the different data sources and when you plan to gather it.

**PHASE 3: APPLY**

**Evaluation Tool Template**

**Program Name**

**Program's Goals and Objectives**

*What problem is the program trying to solve?  
 What steps are being taken to solve that problem?  
 How will program staff know when the program has been successful in solving the problem?*

**1. Indicators: Define indicators for tracking progress towards achieving those goals.**

**Progress Indicators:** *Track the progress of the program.*

**Outcome Indicators:** *Track how successful program activities have been at achieving program objectives.*

**2. Data Collection Methods and Timeline: Define methods for gathering data and how often various data will be recorded to track indicators.**

**Data Collection Methods:** *How data will be collected.*

**Information to be Collected**

**Data Source(s)**

**TIMELINE:** *How often data will be collected.*

**Indicator**

**Data Source(s)**

**Timing**

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## Citations

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Breakthrough ACTION. (n.d.). *Social and Behavior Change 101: An Introduction*. SBC Learning Central. Accessed November, 2023 from <https://learning.breakthroughactionandresearch.org/courses/sbc-101-an-introduction-e-learning-course/>