

# 1

## Evaluation Checklist

How do I conduct an evaluation?

**The Evaluation Checklist** describes the major activities you can expect to complete in your evaluation, and the order to complete them in. This checklist helps you track and report on your program.



### How to use your checklist

Complete each activity and enter the date of completion on your checklist.

- Update your checklist regularly to help keep your program evaluation on track.
- Don't be afraid to start a new checklist if your evaluation plan changes.
- Refer to the corresponding module number for information about each activity.

Module	Activity	Date Completed
1	Evaluation Checklist <i>Review the contents of the toolkit</i>	
2	Theory of Change <i>Complete the Theory of Change Worksheet</i>	
3	Evaluation Planning <i>Complete the Evaluation Plan Worksheet</i>	
4	Best Practices for Evaluation <i>Review and Implement Best Practices</i>	
5	Implementation Reporting <i>Complete the Implementation Reporting Worksheet</i>	
6	Outcome Reporting <i>Complete the Outcome Reporting Worksheet</i>	

## Module 1: Evaluation checklist

Module	Activity	Date Completed
7	Record Challenges, Lessons Learned, and Implications for Program Improvement <i>Complete the Challenges, Lessons Learned, and Implications for Program Improvement Worksheet</i>	
8	Success stories <i>Complete the Success Stories Worksheet</i>	
9	Annual Evaluation Report <i>Develop a Summary of Program Evaluation Highlights</i> <hr/> <i>Develop an Annual Evaluation Report</i>	
10	Data for Program Planning and Evaluation <i>Review module</i>	
11	Community-Level Prevention <i>Complete the Community-Level Prevention Worksheet</i>	
12	Identify Outcomes to Evaluate (RPE grantees) <hr/> <i>Choose risk and protective factors</i> <hr/> <i>Choose perpetration-related outcomes</i>	