

## Your Evaluation Plan 4

### UNM Evaluation Lab Focusing the Evaluation

Discuss with your team, with each person taking time to think through each of these questions:

**Step 1:** What are the program's mission and outcomes? What are your evaluation priorities? Feel free to use your logic model, but you don't have to! The idea is for the whole team to have a shared understanding of how your program works and its outcomes.

Discuss your evaluation priority here: what organization outcome do you want to evaluate and why?

**Step 2:** What do you wish to learn from the evaluation? Once it is completed, what statement would you be able to make? Another way of discussing this is for team members to list concerns about the program related to your outcome.

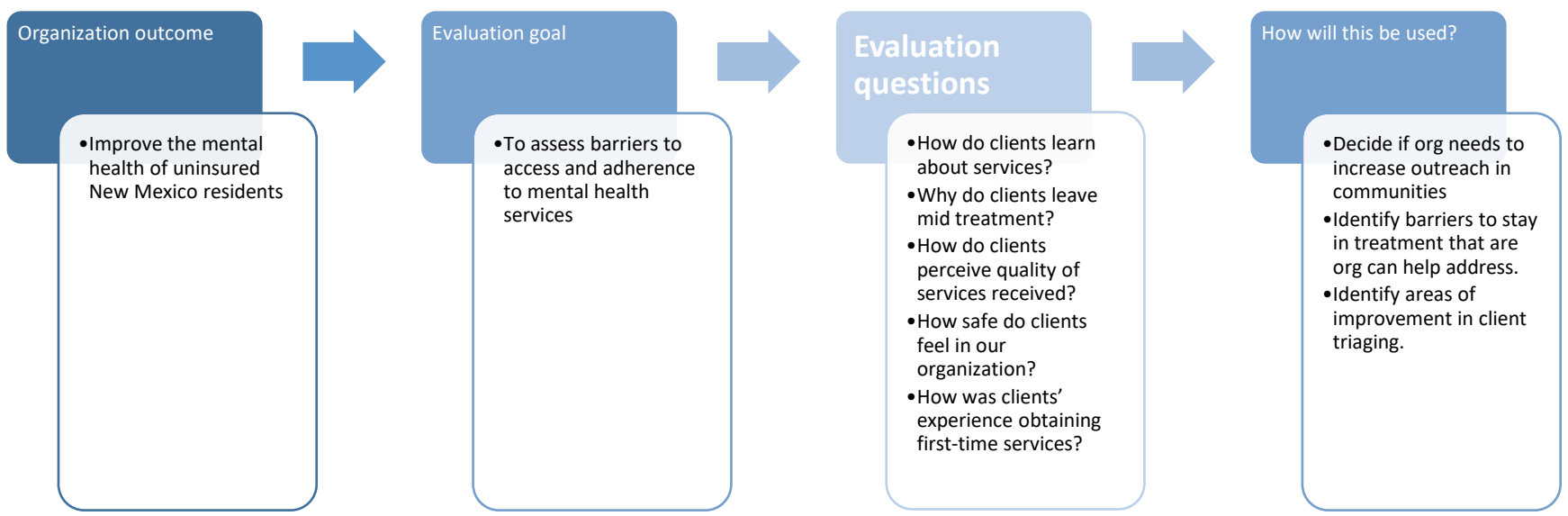
Once you decide what you want to know, write it down as an objective: Use verbs that indicate what you want to learn. you can compare, assess impact, understand, etc.

**Step 3:** Think about your questions. What evaluation questions do you need to answer to address your evaluation goal?

If you have a long list, pick the top 3 or 4 questions.

**Step 4:** Think about how these results would be used, by whom, and when? If you think you need to revise any of the steps above based on this discussion, go ahead!

Here's one of the examples from the slides:



Here's a blank template. You don't have to use it, though. Focus on having a conversation with your team and take notes as best fit your group.

