Program Evaluation Sample Flow

Organisational Consultation

Step 1 - Identify

Process	Method Options
Scoping ▪ Outline focus of evaluation ▪ Define subject area of interest ▪ Identify respondent population ▪ Determine method of evaluation and process or response/participation ▪ Establish deliverables	✧ Discussion

Step 2 – Informed Design

Process	Method Options
Program Evaluation Development ▪ Determine data collection process – collection methods may include: ♦ Survey ♦ Interview ♦ Focus groups ▪ Define success criteria	✧ Discussion
Foundations for Implementation ▪ Determine communication and implementation plan ▪ Confirm functionality of data collection methods	✧ Pilot ✧ User Acceptance Test

Step 3 - Implement

Process	Method Options
Data Collection ▪ Communicate project and survey ▪ Undertake evaluation	✧ Facilitated discussions ✧ Written and/or electronic communication ✧ Presentations ✧ Focus Groups ✧ Online survey ✧ Paper and pencil survey
Data Analysis and Report ▪ Collate results focussing on pre-defined areas of interest ▪ Present results addressing subject areas of interest (format as previously determined)	✧ Facilitated discussion ✧ Written and/or electronic communication ✧ Presentations ✧ Written report(s)
Evaluate Change ▪ Determine evaluation outcome/report against success criteria ▪ Assess process and functionality of evaluation ♦ procedure and method ♦ content ♦ format ♦ publication/communication method	✧ Individual feedback/discussion

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