## appendix B

## Blank Worksheets

Purpose Statement

	CAT Worksheet	
Components What are the main sets of activities?	<b>Activities</b> What things are done? What services are delivered?	Target Groups At whom are activities directed?

	SOLO Wo	rksheet	
What is the <i>direction</i> of change (↑ or ↓)?	What is the program intending to change?	Is it short-term or long-term?	Which component contribute to this outcome?

Stakehold	er Checklist		
Internal	External		
☐ program manager☐ program staff	□ partners in planning or delivering the program		
<ul><li>□ planners</li><li>□ Medical Officer of Health</li><li>□ other senior managers in the health unit</li></ul>	☐ Board of Health		
	☐ Ministry of Health		
	☐ other funding agencies		
☐ other	□ accreditation body		
	☐ program participants		
	☐ community members or groups		
	□ program volunteers		
	☐ organizations offering similar programs		
	□ other		

Vere activities implemented as planned? (how often, when, where, duration)  Idow did the activities vary from one site to another?  Vere required resources in place and sufficient?  Did staff think they were well prepared to implement the activities?  Did staff think they were able to implement the activities as planned? If not, what factors limited their implementation?  Did staff and community partners think the partnership was positive?  Did community partners think the activities were implemented as planned?  Vhat activities worked well? What activities did not work so well?  Vhat was the cost of delivering the activities?  Did the program reach the intended target group?  Did the program reach the intended target group?  Vhat proportion of people in need were reached?  Vere potential participants (non-participants) aware of the program?  Vere participants satisfied with the program?  Does the program have a good reputation?  How did participants find out about the program?  Down many people participated in the program?	Who nee	eds to k	now?
	H = High Pr	iority L = I	ow Priorit
	Manager	Other Sta	keholders
ACTIVITIES	of Program	Internal	External
Were activities implemented as planned? (how often, when, where, duration)			
How did the activities vary from one site to another?			
Were required resources in place and sufficient?			
Did staff think they were well prepared to implement the activities?			
Did staff think they were able to implement the activities as planned? If not, what factors limited their implementation?			
Did staff and community partners think the partnership was positive?			
Did community partners think the activities were implemented as planned?			
What activities worked well? What activities did not work so well?			
What activities worked well? What activities did not work so well? What was the cost of delivering the activities?			
Target Groups			
How many people were reached?			
Did the program reach the intended target group?			
To what extent did activities reach people outside the target group?			
What proportion of people in need were reached?			
Nere potential participants (non-participants) aware of the program?			
Nere participants satisfied with the program?			
How many people participated in the program?			
Outcomes			
Have the short-term outcomes been achieved? (List the short-term outcomes of the program from the logic model.)			
Have the long-term outcomes been achieved? (List the long-term outcomes of the program from the logic model.)			



	Expectations Wo	orksneet	
<b>Evaluation Question</b>		"I expect to have	
(Copy from Evaluation Questions Checklist)	How Many?	What?	

		Ме	thods Works	sheet					
Evaluation Questions	2a Expectations of the Program (based on Expectations Worksheet)	2b Data Co	ollection Plan						<b>2c Logistics</b> (based on <i>Logistic</i> <i>Worksheet</i> )
	"I expect to have"	Does Data Exist?	Type of Tool	Provide the	Who Can Get the Data? (Collector)	Design	How Many?	Timeframe	Is This Feasible?
		☐ Yes ☐ No							☐ Yes ☐ No
		☐ Yes ☐ No							☐ Yes ☐ No
		☐ Yes ☐ No							☐ Yes ☐ No
		☐ Yes ☐ No							☐ Yes ☐ No
		☐ Yes ☐ No							☐ Yes ☐ No
		☐ Yes ☐ No							☐ Yes ☐ No
		☐ Yes ☐ No							☐ Yes ☐ No
		☐ Yes ☐ No							☐ Yes ☐ No
		☐ Yes ☐ No							☐ Yes ☐ No
		☐ Yes ☐ No							☐ Yes ☐ No

----Open

Methods Worksheet

						Logistics	Worksheet						
Tasks						Resou	ırces Requi	red					Feasible?
			Hum	nan Resourc	es			Other Resources & Expenses Time Resources			ources		
	In-House			External				Equipment, Supplies & Administration	uipment, How Much Will Ar pplies & It Cost? Fu ministration Av	Are the	Date Required	Can It Be Done In Time?	
	Who Could Do It? Name(s)	How Long Would It Take?	Do They Have Time?	Who Could Do It?				Administration	it Cost.	Available?	Required	Time?	

----Open

Logistics Worksheet

appendix B

	Tool Worksh	neet	
Type of Tool:			
Expectations of the Program copy from Methods Worksheet)	Individual Question on Tool	Type of Response (open or closed)	Pre-Set Response Categories (for closed- ended questions only)

**B-10** a program evaluation **tool ki** 

## appendix

t

0

Quantitative Data Organisation Worksheet		Questions on the Tool									
Vorkshee		loc			 	 					
sation M		ns on the To									
a Organi.		Questior									
ative Dat											
Quantit											
	Type of Tool:		Respondent								

	Ona	Quantitative Data Analysis Worksheet	sis Worksheet				
Type of Tool:					1		
	Expectations	S			ij	Findings	
% <b>or number</b> (copy from <i>Methods</i> <i>Worksheet</i> )	<b>Of whom / what</b> (copy from <i>Methods Worksheet</i> )	Response Category on Tool (copy from Tool Worksheet, if applicable)	<b>Question Number on Tool</b> (if applicable)	Count	Count Number Missing	Total	Final Percentage or Number
				ļ			
Unexpected findings:	ıdings:						

appendix B





Interpretation of Findings Worksheet

		Interpretation of Findin	gs Worksheet		
Purpose of Evaluation:					
(Copy from Purpose States					
Evaluation Questions (Copy from Evaluation Questions Checklist)	<b>Expectations of the Program</b> (Copy from <i>Expectations Worksheet</i> )	Findings (Copy from <i>Data Analysis Worksheet</i> )	Expectations Met?	Why? "Most plausible explanation is"	Conclusion(s) "In Summary…"
Unexpected finding					

	Assessing Change (Evaluation Questions)			
Decisions and Action Plan Worksheet	Resources Required			
	Responsibility			
	Tasks			
	Priority / Timeframe			
	Decisions about Program			