**ATTACHMENT 5:**

**PROCESS EVALUATION PLANNING GUIDE – TEMPLATE**

NPO Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program to be evaluated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STEP 1—DESCRIBE THE PROGRAM

| Brief description of program to be evaluated.Examples of information to be provided: What does the program do, when did it start, what is its budget,how many people work on it (paid staff and volunteers), who are the beneficiaries and how may beneficiaries are there? |
| --- |
|  |

STEP 2—DETERMINE THE TIMEFRAME

Timeframe for the evaluation (How long a time period will the evaluation cover?)\_\_\_\_Short-term (1-2 years)\_\_\_\_Intermediate Term (3-4 years) \_\_\_Long term (5 or more years) Time period covered\_\_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

STEP 3—IDENTIFY THE MAJOR ACTIVITIES ASSOCIATED WITH THE PROGRAM AND PERFORMANCE TARGET FOR EACH ACTIVITY

| **MAJOR PROGRAM ACTIVITIES** | **PERFORMANCE TARGET** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

STEP 4—DETERMINE HOW EACH PERFORMANCE TARGET WILL BE MEASURED

| **PERFORMANCE TARGET** | **DATA SOURCE**  | **DATA ELEMENTS TO BE COLLECTED** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

STEP 5—ASSIGN TIMELINES AND RESPONSIBILITIES FOR CONDUCTING THE EVALUATION

| **ACTIVITY** | **ASSIGNED TO** | **START DATE** | **END DATE** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

STEP 6—PREPARE REPORT COMPARING PERFORMANCE TARGETS WITH ACTUAL RESULTS.PROVIDE EXPLANATION FOR DEVIATIONS FROM TARGET, IF KNOWN.

| **PERFORMANCE TARGET** | **ACTUAL RESULTS ACHIEVED** | **COMPARISON TO TARGET** | **REASON FOR DEVIATIONS FOR TARGET** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

STEP 7—REVIEW YOUR RESULTS AND IDENTIFY AREAS FOR FOLLOW-UP

What do your results tell you? What additional questions do they raise?