

Six Steps to Effective Evaluation Checklist

This checklist is intended as an aide memoir not a tablet of stone ☺

Key Steps and Documents	✓	Comments
1. Identify Stakeholders Check JISC Project Plan Stakeholder Analysis Why – identify particular stakeholder interests Social Network Analysis (optional)		
☰ Stakeholder Analysis		
2. Describe Project and Understand Programme JISC Project Plan mandatory Logic model optional but useful for evaluation		
☰ JISC Project Plan ☰ Logic Model		
3. Design Evaluation Check JISC Project Plan Evaluation section Decide on evaluation type(s) Review change criteria Identify appropriate indicators		
☰ Evaluation Plan		
4. Gather Evidence Identify data sources Decide on collection method(s) Plan data gathering logistics		
☰ Evaluation Data		
5. Analyse Results Collate and verify data Code and analyse data Identify emerging issues for reporting		
☰ Coding Frame		
6. Report Findings Review JISC reporting requirements Review JISC Project Plan Dissemination section Identify reporting channels Determine reporting format(s)		
☰ JISC Project Reports ☰ Evaluation Reports		