

**Tool 8.1** Evaluation Planning Worksheet

This worksheet is designed to help you plan an organizational evaluation. Start with the evaluation question, identify indicators (kinds of data) that will answer that question, select an appropriate method to observe those indicators, and then create a time line for implementing each aspect of the evaluation. Examples are provided in each column.

<i>Evaluation Questions</i>	<i>Indicators</i>	<i>Methods</i>	<i>Time Line</i>
What were the reasons for creating this organization in the first place?	<ul style="list-style-type: none"><li>• Historical documents</li><li>• Reported experience and observations of key stakeholders</li></ul>	<ul style="list-style-type: none"><li>• Review 501(c)(3) filing document</li><li>• Review mission statement</li><li>• Review initial proposal to funder(s)</li><li>• Interview funders, board members, and staff who were employed in the beginning</li></ul>	By end of year