

Identify the Stakeholders

Persons involved in the program's operations
Persons served by or affected by the program

Intended Users of the Evaluation Findings

Who plans to use the data? All the EC Members, Core Members, Larger Membership? Why is this determination important: Because it helps you identify the type of information you are trying to get from the evaluations. For example, the program leader might want to know how to enhance the program and implement change to increase the effectiveness. The Chapter Chair, might want to know if the program is working or not? Should it be funded again or expand it?

Data Collection

You can utilize whatever method best serves you. For example; interviews, surveys, observations and any past goals you specifically set for the program. Ideally, the chapter set some specific annual goals for each program so evaluating those our best the starting point. From there you can breakdown your method for collecting other relevant data.

Plan a Timeline for the Process

How long do you want to take? Who is responsible for overseeing the process.

Analysis and Interpretation

Analysis the data, which will be probably be a combination of quantitative and qualitative methods.

Through the stakeholder identifying process you'll select whom you want to involve in the interpretation of the data/findings/outcomes.

Ensure Use and Share Lessons Learned

How will you disseminate this information? Presentations to the entire EC? A short report? Are the larger findings public? If you reach a concussion to cancel an existing program do you want to have some information available so members know the reasoning behind it?