

Checklist

This checklist covers the six steps, and smaller tasks within each step, required to evaluate an initiative.

Tick off as you use the guidance or at the end to make sure you've covered all the key steps and tasks.

Checklist:

1) Decide the purpose of your evaluation

- Identify the purpose(s) of your evaluation

2) Pick who needs to be involved and how

- Identify your key stakeholders and how they need to be involved
- Allocate roles in a way that best suits the purpose of your evaluation
- Consider how to make your evaluation independent

3) Build your evaluation framework

- Understand the STEM Toolkit evaluation framework and how to use it.
- Customise the evaluation framework to include measures important to your evaluation

4) Gather the evidence you need

- Identify what evidence and information you need.
- Use existing evidence where possible and relevant.
- Gather additional evidence where you need to

5) Develop your conclusions

- Locate all your evidence in one place.
- Bring what you've learned together to form sound conclusions.
- Be cautious of jumping to unfounded conclusions

6) Make decision, share the news

- Use your information to make or recommend decisions about the initiative.
- Consider your audiences.
- Be transparent.
- Share your conclusions