

A 5-step framework

Step 1 - Project outline

Outline of a project/ programme you have worked on or know about:

What is the problem(s) the project is trying to solve (or what is its main ambition)?

Step 2 - Stakeholders: Map out everyone involved and what part they should play in the evaluation

Who is involved in delivery?	How will they be involved in the evaluation (if at all?)	Who benefits?	How will they be involved in the evaluation (if at all?)	Who will benefit from the evaluation? Do they have any specific questions?

Step 3 - The Logic Model: Fill in the 4 elements of the logic model. For complex projects, you may want to break this down into separate areas of activity

Resources/inputs	Activities	Outputs	Outcomes/impacts	Longer-term outcomes
List all the resources inputted into the project	Add all the activities	List all the results	List all the intended outcomes/unintended outcomes to be added. Think about different perspectives	Add more here if you need to differentiate between immediate impacts and longer term outcomes

Step 4 - What are the official research questions your evaluation should address? Does this address the needs of all stakeholders?

What are the key research questions for your evaluation? Focus on critical questions...

- About goals, objectives, the problems we want to solve
- About process
- About unintended outcomes and effects
- About learning

Step 5 - What evidence will you need at each stage? How will you get it?

What data will you need at the outset and to collect as the project develops?	What data will you need to understand what happens and the impact on beneficiaries? How will you get it?