

What can we do?

Seven steps to evaluation

Evaluation steps	Questions to ask and things to consider	What have we decided to do?
<p>1. Purpose</p>	<ul style="list-style-type: none"> • Why are you doing this? • What will you evaluate? • What do you want to know? • How will you use the results? 	
<p>2. Structure</p>	<ul style="list-style-type: none"> • Who will carry out the evaluation and keep it on track? • Will you use a steering committee to oversee the process? • What sort of evaluation will you use—external, self-evaluation, participatory, or a combination? • Should external stakeholders be included? How? • What’s the timeframe? • How will it be resourced and supported? • Who will have the authority to consider the findings and decide on follow-up actions? 	

<p>3. Design</p>	<ul style="list-style-type: none"> • What's the specific focus of the evaluation? • How will you define 'success' and 'failure' for what's being evaluated? • What external factors and risks might affect the success of the evaluation? • What information do you need to carry out the evaluation? • What are the appropriate tools for gathering the information? 	
<p>4. Gather information</p>	<ul style="list-style-type: none"> • You could use interviews, documents, databases, community surveys, member and staff meetings, and/or workshops. • Sources of information could include members, staff managers, governing board members, clients, volunteers and/or stakeholders. 	
<p>5. Analyse information</p>	<ul style="list-style-type: none"> • Analyse information during the evaluation process, not just at the end. This can address gaps or problems, as well as identify trends and possible conclusions. • Don't draw final conclusions until you've finished. 	

<p>6. Action and implementation</p>	<ul style="list-style-type: none"> • What do the findings mean for your governance? • What actions should be taken? • How will you communicate the results to members, staff, external stakeholders and the wider community? • How will you get feedback and support for proposed changes? • Identify the actions you need to take, then break that down into specific jobs and determine who will be responsible for taking action. • Include these actions in a governance development plan that everyone agrees on. 	
<p>7. Monitor and report back</p>	<ul style="list-style-type: none"> • Appoint someone to monitor how you're progressing with your governance development plan and to report back. • Look at which changes are improving the aspects of your governance that you identified as needing work. • Monitor the governance development plan to help you keep on track. • Communicate with members and staff about how you are implementing changes—make it a participatory process. 	