Step 1
Focus the Evaluation

Step 2
Plan the
Evaluation

Step 3
Collect &
Analyze Data

Step 4
Report Findings

**Step 5**Make Decisions

- Identify stakeholders
- Clarify purpose of evaluation
- Develop logic model
- Determine evaluation questions

- Determine
   Output and
   Outcomes
   measures
- Identify data sources and collection methods
- Assign timing, responsibility, and budget

- Develop and pre-test data collection tools
- Collect data
- Analyze data
- Formulate conclusions & recommendations

- Identify target audience(s)
- Determine appropriate communication vehicle(s)
- Deliver/present findings

- Review findings
- Ask questions
- Develop action plan
- Act

**Evaluation Questions** 

**Evaluation Framework** 

Data and Findings

**Final Report** 

More Informed Decisions

Source: Porteous, N. L., Sheldrick, B. J., Stewart, P. (1997). Program evaluation tool kit: A blueprint for public health management. Ottawa, ON: Ottawa-Carleton Health Department, Public Health Research, Education and Development Program and the Ontario Ministry of Health, Public Health Branch.