Webinar Handout

SMALL PROJECT EVALUATION: PRINCIPLES AND PRACTICES

March 23, 2016

The slides and recording for this webinar are available at http://www.evalu-ate.org/webinars/2016-march/

Strategies for Evaluating Small Juvenile Justice Programs is a concise, practical guide to small project evaluation. Most of the strategies recommended are relevant to an array of contexts, not just juvenile justice. http://bit.ly/jjeval

Use the **Logic Model Template for ATE Projects and Centers** to create a concise visual depiction of a small project's activities, outputs, and outcomes and check that they are logically linked before developing evaluation questions and a data collection plan. www.evalu-ate.org/resources/lm-template/

Evaluation questions identify the aspects of the project that will be evaluation. They should be evaluative, pertinent, reasonable, answerable, specific, and complete. The **Evaluation Questions Checklist for Program Evaluation** specifies criteria for good evaluation questions, as well as types of questions to avoid. http://bit.ly/eqchecklist

EvaluATE's **Data Collection Planning Matrix** may be used to identify the indicators and data sources that will be used to answer each evaluation question, as well as who will be responsible for data collection tasks. Putting these key evaluation plan components into a matrix will help ensure that the plan is complete and focused on the right things. http://www.evalu-ate.org/resources/tool-datamatrix

The **Checklist for Identifying High-Performing Indicators** provides guidance on selecting appropriate indicators that will provide evidence for answering evaluation questions. http://bit.ly/indicator-eval

Project staff should keep track of basic information about a project as it is being conducted. Use a spreadsheet or database to keep a log of who engages with the project, including their demographics, contact information, type of involvement in the project, and dates of participation. This information will be useful for reports to the National Science Foundation (or other sponsors) and for the **annual survey of ATE grantees**. http://www.evalu-ate.org/annual_survey

Maintain an up-to-date record of project personnel, activities, presentations, publications, and media coverage. See EvaluATE's webinar, ***Naked Reporting***, to learn more about efficient ways to monitor and report basic project information. http://www.evalu-ate.org/webinars/2015-may

Institutional data collected by colleges typically includes information about student demographics and enrollment, which you may be able to use to determine retention and graduation rates, create baseline data retrospectively, track changes over time, and create comparison groups. See Carolyn Brennan and Russell Cannon's blog post (http://bit.ly/brennan-cannon1) and newsletter article (http://bit.ly/brennan-cannon2) about using institutional data for grant writing and evaluation.

Mentor-Connect works to develop and support potential, current, and former ATE program grantees. Mentor-Connect's online resources, webinars, and help desk are available to everyone. They offer one-on-one mentoring to small cohorts of ATE small grant applicants each year. To learn more, including how to apply to be a mentor, visit http://www.mentor-connect.org.

www.evalu-ate.org