

# Five signs you're ready to evaluate

And what to do if you're not

# Five signs – five minutes



## WHAT?

- › Background and context of the program
- › Use of information and evaluation outcomes



## WHY?

- › Reason for conducting the evaluation and at this point in time



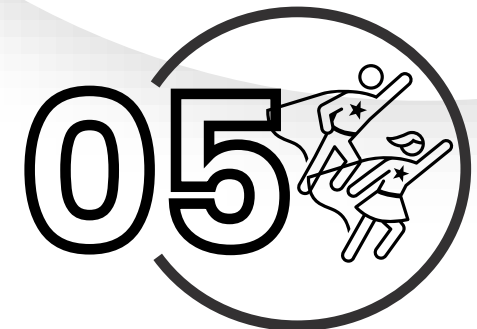
## HOW?

- › Internal or external evaluation
- › Time and resources (e.g. funding and expertise) required to collect and analyse the data and information



## WHEN?

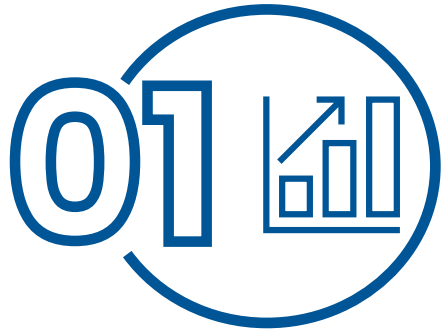
- › Timeframes for conducting the evaluation activities
- › Key milestones and deliverables



## YOU!

- › Right skills
- › Right mindset

# First sign – what



## WHAT?

- › Background and context of the program
- › Use of information and evaluation outcomes

|      | TASK   | TASK  |  |
|------|--|---|--|
| WHAT | <input type="checkbox"/> Clarify the policy context of the program   | <input type="checkbox"/> Determine governance arrangements of the program   |  |
|      | <input type="checkbox"/> Identify program stakeholders   | <input type="checkbox"/> Confirm or establish a program logic model/theory of change, if required                                       |  |
|      | <input type="checkbox"/> Determine the external political, economic and social context within which the program operates | <input type="checkbox"/> Determine the types of decisions that will be informed by the evaluation                                       |  |
|      | <input type="checkbox"/> Determine related programs and policies, which may impact the project                           | <input type="checkbox"/> Determine the audience for the evaluation results  |  |
|      | <input type="checkbox"/> Determine previous evaluations of the program (or related programs), which may be utilised      | <input type="checkbox"/> Determine and prioritise the elements subject to evaluation  |  |
|      | <input type="checkbox"/> Determine linkages to agency and government priorities  | <input type="checkbox"/> Confirm that the strategy and intended outcomes of the evaluation are clearly defined, realistic and explained |  |
|      | <input type="checkbox"/> Clarify or identify regulatory requirements and internal evaluation policies                    | <input type="checkbox"/> Establish funding available for the evaluation   |  |
|      |  |   |  |
|      |  |   |  |
|      |  |   |  |



# Second sign – why



## WHY?

- › Reason for conducting the evaluation and at this point in time



|     | TASK   |
|-----|--|
| WHY | <input type="checkbox"/> Determine rationale of evaluation |



# Third sign – how



## HOW?

- › Internal or external evaluation
- › Time and resources (e.g. funding and expertise) required to collect and analyse the data and information

### HOW

Document the agreed evaluation scope

Confirm that the evaluation has the backing of Senior Management, program manager/s and other stakeholders, who have an interest in the results of the evaluation

Consider lessons learnt in relation to how to conduct the evaluation from related studies and previous evaluations



Determine whether the evaluation should be outsourced or conducted internally

Establish a realistic and achievable program evaluation schedule

Determine if the decisions to be made influence the timing of evaluation activities

# Fourth sign – when



## WHEN?

- › Timeframes for conducting the evaluation activities
- › Key milestones and deliverables

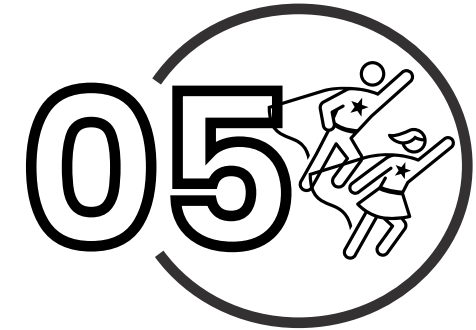
### WHEN

- Determine the timeframes for conducting the evaluation activities
- Determine evaluation key milestones
- Determine evaluation deliverables





# Fifth sign – you



## YOU!

- › Right skills
- › Right mindset



# Free resources to help you



DIY  
Program  
Evaluation



Build capacity  
and culture



Build your own  
monitoring  
and evaluation  
framework



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Thinking.  
Quality  
Outcomes.



# More free resources

## Planning a program evaluation

A practical checklist

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## Monitoring and evaluation framework template

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# We would love to connect!



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