Activity	Complete?		
Identify aims and objectives of your evaluation	Yes ☐	No ☐	N/A ☐
Choose an evaluation process to follow	Yes ☐	No ☐	N/A ☐
Decide on aspects of a programme to be evaluated	Yes ☐	No ☐	N/A ☐
Establish your success factors and how you will measure them	Yes ☐	No ☐	N/A ☐
Identify sources of information, interested parties and stakeholders	Yes ☐	No ☐	N/A ☐
Establish a steering group to monitor the progress of the evaluation	Yes ☐	No ☐	N/A ☐
Choose your sampling technique	Yes ☐	No ☐	N/A ☐
Choose your method of data collection	Yes ☐	No ☐	N/A ☐
Take steps to maximize data quality	Yes ☐	No ☐	N/A ☐
Incorporate ethics into the decision-making process	Yes ☐	No ☐	N/A ☐
Prepare and pilot your data collection process	Yes ☐	No ☐	N/A ☐
Collect and record your data	Yes ☐	No ☐	N/A ☐
Identify the audience for your evaluation report	Yes ☐	No ☐	N/A ☐
Report your findings	Yes ☐	No ☐	N/A ☐
Inform sponsors and stakeholders of output	Yes ☐	No ☐	N/A ☐