

Basic Evaluation Framework

Explanation:

| Objectives | Activities | Evaluation Indicators | Proposed evaluation tools & sources of data | Assumptions & Risks |
|---|---|--|---|---|
| The objective(s) of which this project is intended to achieve | The main activities that must be undertaken in order to achieve the outputs | <i>output:</i> Output indicators that measure the goods and services delivered by the project <i>Outcome:</i> Output indicators that measure the accomplishment of the set objectives | Evaluation & monitoring tools to measure the set output and outcome indicators Sources of data: people, events & processes | Assumptions & risks regarding the monitoring and evaluation of this project |

Example: Project on introducing new standards within an organisation

| Objectives / Goal | Activities | Evaluation Indicators | Proposed evaluation tools | Assumptions & Risks |
|---|---|---|--|--|
| <p>To ensure by the end of 2007 that 80% of staff and partners are aware of new organisational standards in project management</p> <p>To ensure by the end of 2007 that at least one new project adopts the new standards in project management</p> | <p>Produce an e-learning module on project management standards</p> <p>Conduct 15 briefing sessions for key staff and partners</p> <p>Establish an online working group on project management standards</p> | <p><i>Output:</i></p> <p>Number of people completing e-learning module</p> <p>Number of people attending briefing sessions</p> <p>Number of people joining online working group</p> <p><i>Outcome:</i></p> <p>Change to knowledge of staff and partners concerning project management standards</p> <p>Change to practices in conducting new projects</p> | <p>Tracking system to record:</p> <ul style="list-style-type: none"> - number of people completing e-learning module - number of people attending briefing sessions - number of people joining online working group <p>Survey with staff and partner to assess level of knowledge</p> <p>Success stories on the implementation of the standards in new project(s)</p> | <p><i>Assumptions:</i></p> <p>Blended learning approach is sufficient to induce desired changes to knowledge & behaviour of staff/partners</p> <p>E-learning module has statistics module to track usage</p> <p><i>Risks:</i></p> <p>Time duration is not sufficient to view expected changes</p> <p>Staff/partners are reluctant to participate in the evaluation process</p> |