

Evaluation Logic Modeling Worksheet

Step 1: Develop a logic model for the program, curriculum or other training that clearly demonstrates the linkages among (1) inputs, activities and people, (2) processes, (3) short- and long-term results, and (4) expected impact. Start by listing inputs, activities, and people including directions, procedures, workflows, raw materials, processes, and people/groups that lead to a sub-activity.

Inputs

List the activities in which the inputs, activities and people would be utilized to achieve a result.

Processes

List the expected effects of what you do when you combine the inputs, activities and people with processes.

Short Term Results	Long Term Results
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Once results are happening, list what you expect the outcome, or impact, would be. It could be one or several different impacts.

Impact 1	Impact 2	Impact 3	Impact 4
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Step 2: Determine which evaluation in which you plan to engage. It can also be a combination of these.

- Formative Evaluation Process/Implementation Evaluation Outcome Evaluation Impact Evaluation

Step 3: Identify key performance indicators. Depending on the type of evaluation in which you will be engaged, different measures will be identified. Pick one of the three evaluation types below.

Formative Evaluation: Identify the optimal level or measure of all inputs, activities, and people that will be part of this project or curriculum.	Inputs, Activities, People	KPI Optimal Measure	KPI Current Measure

Process Evaluation: List all tasks in each process and what optimal looks like. Next identify what the current process looks like. Use measurements for each.	Process	Process Steps	KPI Optimal Measure	KPI Current Measure
		1.		
		2.		
		3.		
		1.		
		2.		
		3.		

Outcome or Impact Evaluation: With both evaluation approaches, your examination requires short-term, long-term, and impact measurements.	Outcome	Short-term Measure	Long-Term Measure	Impact Measure

Step 4: Gather data on why any measures have falling short of the desired measures. Collect based on best practice and validate.

Step 5: Conduct additional interviews, observations and focus groups to obtain perspective about reasons for results.

Step 6: Prepare and deliver your evaluation report.