THE
BEHAVIORAL
INSIGHTS
TEAM

Evaluation Project Scoping

Scoping Worksheet

Context: This worksheet is designed to help you identify projects that are a good fit for the practicum projects. In this example worksheet, we have filled in some potential answers based on the fictional case study from the "Specify a Question and Approach" session.

City of [name]
Evaluation Team:
- [List team members]
- …
- …

Summary Table

	Name of Policy, Program or Initiative	**One-Sentence Evaluation Description**
Example	*The City's Parole Process*	*Evaluate whether a new program to monitor parolees successfully improves completion of the parolee period*
Idea1	Type answer here	Type answer here
Idea 2	Type answer here	Type answer here
Idea 3	Type answer here	Type answer here

Project Idea 1: [Insert Title]

Project Sponsor: [This should be someone with a leadership role within the department who would oversee this project.]
Project Team: [Who in the department would you be directly working with? List them here.]

Describe your evaluation idea and ensure it is meaningful, novel, and actionable.

- **Meaningful:** answers a question stakeholders care about
- **Novel**: gives you information you wouldn't have had otherwise
- **Actionable:** gives you an answer you can use to improve your policy/program/initiative

Outline below how your idea meets these criteria in the questions below.

1. In a few sentences or bullets, describe what you plan to evaluate. If you're running a process evaluation alongside an impact evaluation, please describe both evaluations here.
   -
2. How will this evaluation address a pressing change to serve residents in your city?
   -
3. What does the department hope to learn from the evaluation?
   -
4. How does the department envision using the results? *If the results are likely to be applicable across the city, make a note of that here.*
   -

Confirm interest, capacity, and resources to conduct the evaluation.

1. When is the team available to start working on this project?
   -
2. How long do you think it will take to conduct this evaluation?
   -
3. Are there any important time constraints, deadlines, or other milestones to note?
   -
4. Will you need to make changes to the regular operation of the program/policy/initiative you plan to evaluate? How will you execute that?
   -
5. What experience does the project team bring that will be important to the success of the project (e.g. with project management, research projects, data analysis, etc.)?
   -
6. What permissions or approvals do you need to secure to conduct the evaluation? (e.g. legal considerations, budget allocation, etc.)
   -

If you plan to conduct an impact evaluation, please answer the following:

Impact evaluations require two elements distinct from other types of evaluations:
1. A large sample (likely hundreds or ideally thousands of participants), and
2. Level of control over the participant experience (RCT) or Satisfying key assumptions (QED).

For all evaluations, you must be able to collect the data to answer your research question(s) and have the technical skills to execute analysis. The questions below are designed to confirm whether you will be able to satisfy each requirement.

1. Who will be included in your sample? What is your best estimate for the sample size?

- ○
2. For an RCT: How do you expect to randomize participants into comparison groups?
   - ○
3. For a QED: What method are you proposing to use? How does your evaluation satisfy the key assumptions for that method?
   - ○
4. What outcome(s) have you considered measuring to evaluate the effectiveness of your intervention? For each potential outcome of interest, how do you propose collecting data to measure it? *It is helpful to note whether the data is already collected or would require new data collection methods, if the project team has ownership of the data or would require support from another department, any concerns about data accuracy across measures, etc.*
   - ○
5. Provide any additional notes or context:

If you plan to conduct a process evaluation, please answer the following:

Process evaluations require a distinct set of key research questions. Additionally, as with impact evaluations you must be able to collect the data–in this case quantitative or qualitative–to answer your research question(s) and have the technical skills to execute analysis. The questions below are designed to confirm whether you will be able to satisfy each requirement.

1. Which of these dimensions of implementation are you considering assessing about this program, policy, or initiative?
   - ○ Fidelity - was the program being implemented as planned?
   - ○ Dosage - how much of the intervention was actually delivered? What was the frequency or duration?
   - ○ Quality - how well was the intervention delivered?
   - ○ Participant responsiveness - how engaged were participants?
   - ○ Reach - who actually received the intervention?
   - ○ Program differentiation - how did the intervention differ from existing initiatives?
   - ○ Monitoring of control/comparison conditions - what did the control group receive in practice?
   - ○ Adaptation - what changes were made during implementation?
   - ○ Acceptability - how did staff/participants react to the intervention?
   - ○ Mechanisms - how did the intervention seem to work?
   - ○ Suggestive evidence of impact - did the program appear to improve outcomes as expected?

2. What data might you need to collect to answer the research questions that you are considering? For each potential data source, how do you propose collecting it? *It is helpful to note whether the data is already collected or would require new data collection methods, if the project team has ownership of the data or would require*

support from another department, any concerns about data accuracy across measures, etc.
   - ○
3. Provide any additional notes or context:
   - ○

Ethics

The following two questions will provide your coach with more information to help you determine whether or not your evaluation needs to go under a more formal ethical review process, such as an Institutional Review Board (IRB). This is typically required when your evaluation includes one or both of the following elements:
- Qualifies as "Human Subjects Research"
- The risk level for participation is more than "minimal risk"

Answer the questions below to the best of your ability.

1. Is the primary purpose of this project to improve an existing process or service?
   - ○
2. Are there any risks of potential harm or burdens for participants? This can include physical, psychological, and financial risks.
   - ○