# Scoping a low cost process evaluation

## Scoping Checklist

- ☐ Outline your study purpose & approach
- ☐ Identify existing data
- ☐ Build support
- ☐ Confirm your evaluation project team
- ☐ Consider ethics
- ☐ Embed equity
- ☐ Anticipate obstacles

### Outline your study purpose & approach

Please explain exactly what you want to evaluate.

- Is there a new, or recently updated, program, process, or initiative your city is planning to run?
- Is there a program, process, or initiative with little evidence or high uncertainty around how it is implemented or received?
- Is there a program, process, or initiative in your city that needs to be improved?

Why did you choose your project topic?

What are you interested in learning from an evaluation?

### Identify existing data

Is there an existing database? If yes, what information does it capture?
- Yes
- No

Do you currently send any surveys on the topic?
- Yes
- No

Are any interviews, focus groups, or observations already conducted?
- Yes
- No

Who might need to be involved to help you access and manage any existing data?


## Build support for your evaluation

Who needs to approve the project? Are there specific pieces that might need approval such as communications, or budget?



Do you have access or buy-in from the people who can implement the evaluation? This can include department leaders as well as front line staff
- Yes
- No

Do you have the staff capacity that you will need to collect & analyze the data?
- Yes
- No

Is there anyone else's buy-in or support that would make the project successful?
- Yes
- No

Write any notes about the support you may need.

## Confirm your evaluation project team

Who might you need to help you complete this evaluation? Edit the chart below to reflect team roles and responsibilities.

| You might need someone to | Write who will be responsible to perform this task |
|---|---|
| Manage the project | |
| Access data | |
| Approve the project | |
| Design materials | |
| Implement the evaluation | |
| Conduct data analysis | |
| Conduct interviews, focus groups or observations | |
| Write up the results in an evaluation report | |

## Consider the ethics of your trial

Will you be accessing any personally identifiable information (e.g. social security/identity numbers, names) that may require data security procedures?
- Yes
- No

Are there any costs for participants, either in terms of finances, mental/physical wellbeing, or time involved in participating in your study?  If so, what are they?
- Yes
- No

Do you have any other ethical concerns?
- Yes
  Please explain:

  _____

- No

## Embed equity

Does your project topic have an equity focus?

Is there an opportunity to add an equity perspective into your project?

## Anticipate obstacles

What might prevent your evaluation from launching?


When answering think about:
- Is there a chance the department overhauls / completely changes the program you're evaluating?
- Is the topic controversial or could there be political obstacles?