

**Fayetteville Youth Network  
PSBA-GTO EXAMPLE**

**Process Evaluation Planning Tool**

Process Evaluation Questions	Evaluation Methods & Tools	Anticipated Schedule for Completion	Person Responsible
1. What were the program participants' characteristics?	Demographic information collection (surveys or observations)	Before/during program	Expertise: moderate Time: moderate
2. What were the individual program participants' dosages?	Individual participant monitoring (tracking attendance by participant)	During program: summarize after	Expertise: low Time: moderate
3. What level of quality did the program achieve?	Fidelity monitoring: staff	During/after program	Expertise: moderate Time: moderate
4. What was the participants' satisfaction?	Satisfaction surveys  Focus groups	During/after program	Expertise: low Time: low  Expertise: high Time: high
5. What was the staff's perception on the program?	Program debriefing  Staff surveys  Interviews	During/after program	Expertise: low Time: low  Expertise: low Time: low  Expertise: moderate Time: moderate
6. Did the program follow the work plan?	Completion of work plan tasks	During/after program	Expertise: low Time: low