

Checklist for Completion: Process Evaluation

If you do not yet have a program running, a completion of this component means you have:

- Developed a clear process evaluation plan before launching your program.
- Examined whether the activities captured in your BDI Logic model were implemented as planned.
- Monitored the work plan you started in the Program Planning Component.
- Determined the quality of your activities.
- Identified and made midcourse corrections if needed.
- Tracked the number of participants, their attendance, and their satisfaction with the program.
- Monitored and recorded your program fidelity.

If you already have a program running, you have completed the same steps as above.