

### **Instructions for Using the Process Evaluation Planning Tool**

Make as many copies of the tool as you need for your work group to complete this task. The process for completing the Process Evaluation Planning Tool is as follows:

1. Have your BDI logic model, work plan, and program materials (i.e., guide or manual if available) to help you complete the planning tool.
2. Starting with the first question on the Process Evaluation Planning Tool, fill in:
  - Which evaluation tools/methods you plan to use (e.g., surveys, focus groups, etc.)
  - Your anticipated schedule for completion
  - The person or persons responsible for gathering the data for each question
3. Repeat this process for each question.
4. After you complete the tool, print for your records and/or submit to the Training and Technical Assistance Department at the SC Campaign for feedback.

# Process Evaluation Planning Tool

Process Evaluation Questions	Evaluation Methods and Tools	Anticipated Schedule for Completion	Person Responsible
1. What were the program participants' characteristics?			
2. What were the individual program participants' dosages?			
3. What level of quality did the program achieve?			
4. What was the participants' satisfaction?			
5. What was the staff's perception on the program?			
6. Did the program follow the work plan?			