Evaluation Support Scotland

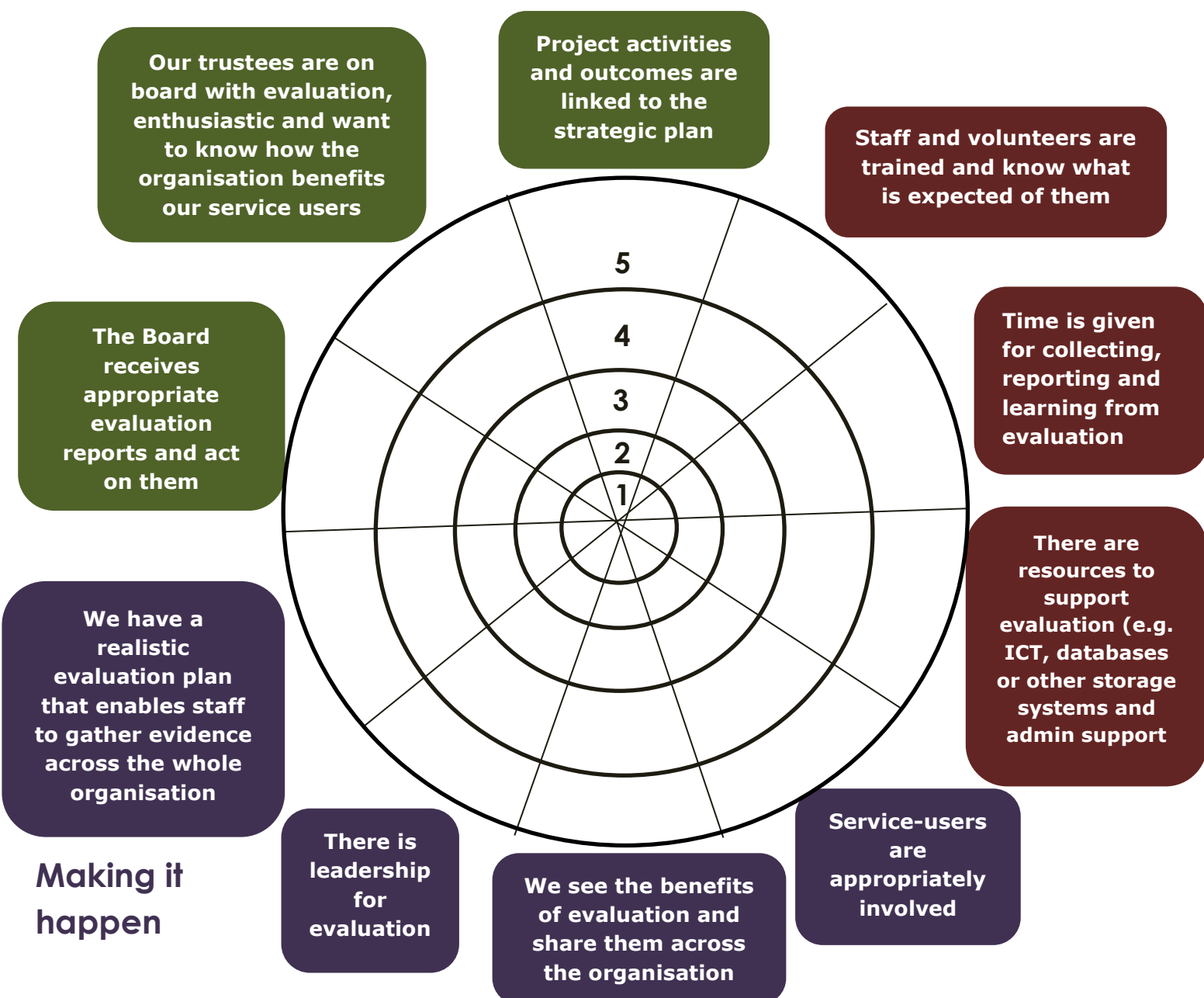## Making it stick embedding evaluation wheel

This tool will help you assess how you are getting on with embedding evaluation into your organisation.

Shade in the segments to reflect your performance on each element:
1 = poor, 5 = excellent.

Tips on using this tool are in 'Making it stick – A guide to embedding evaluation'.

Linking to strategy

Our trustees are on board with evaluation, enthusiastic and want to know how the organisation benefits our service users

Project activities and outcomes are linked to the strategic plan

Resourcing evaluation

Staff and volunteers are trained and know what is expected of them

The Board receives appropriate evaluation reports and act on them

Time is given for collecting, reporting and learning from evaluation

We have a realistic evaluation plan that enables staff to gather evidence across the whole organisation

There are resources to support evaluation (e.g. ICT, databases or other storage systems and admin support

Making it happen

There is leadership for evaluation

We see the benefits of evaluation and share them across the organisation

Service-users are appropriately involved

5
4
3
2
1

How to use the wheel

The wheel can be used for personal reflection or to promote discussion. Ask yourself: how well do we score on each of these embedding evaluation elements?

1=poor and 5=excellent: Shade in the segments to reflect your performance on each element so you can identify areas you could improve.

Each person shades the segments to reflect their view of where the organisation (or team) is in relation to each statement.

If used for personal reflection

You should be able to see at a glance where the strengths and weaknesses are. Also think about how you can engage others to make changes. You can't do it alone! See *Making it Stick* for ideas.

If used for group discussion:

To get a view across the group, ask everyone to fill the wheel in individually and then calculate the total score for each area. You can do this by gathering in the wheels or asking people to record their scores on a flipchart or grid. To see how different opinions are, look for the highest and lowest scores.

Then you can choose to discuss:

- The differences of opinion: why does one person/group think the organisation is strong in a particular area and another that it's weak?

- Why you are so strong in that area: what is helping that to work so well?

- What's the current situation in areas where you are collectively scoring low: What's working well? What can we do together to make it better?

If it helps, go to the Section two 'Making it stick – A guide to embedding evaluation' for things to think about for each broad area: are any of these helpful for you? What else could you do? You may want to prioritise actions and plan who does what and when.

See Section three for tools to help you to do this.

This tool is in 'Making it stick – A guide to embedding evaluation'

"We started from the point of view that we're not perfect at all and wanted to give it a real go"
Kathryn Welch
Macrobert Arts Centre