

DOING EVALUATION DATA COLLECTION – EXAMPLE

Item	Task	Responsibility	Deadline
1	Specify data collection objectives (target population and content)		
2	Specify overall approach (sampling and data collection)		
3	Ensure consistency in administering data collection instruments		
4	Arrange training, if required		
5	Arrange translation, if required		
6	Review process of administering measure as a team		
7	Pilot measure with a small group of prospective respondents		
8	Select the sample (unless administering measure to all program participants willing to participate in the evaluation)		
9	Decide sample size		
10	Decide sampling method		
11	Select sample		
12	Develop the analysis plan		

Example provided by:



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Item	Task	Responsibility	Deadline
13	Create tables		
14	Prepare analysis with pilot survey responses		
15	Field the data collection measures		
16	Administer measures to willing participants or sample		
17	Review early responses for completeness		
18	Monitor response rates		
19	Enter the data		
20	Acquire hardware		
21	Acquire software (e.g., SPSS, Excel, etc.)		
22	Enter responses from measures		
23	Analyze data		

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Item	Task	Responsibility	Deadline
24	Test data for consistency		
25	Create tables based on statistical outputs		
26	Produce statistical analysis		
27	Write the report		
28	Share results and findings		

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http://www.nashp.org/sites/default/files/community_health_promotion.pdf

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