

PROCESS EVALUATION MATRIX

Review outputs (participants and activities) of your logic model and use to generate evaluation questions relevant to your program for your evaluation plan. An example is provided in the first row.

Process Evaluation Questions What do you want to know about this program?	What activities or target population in your logic model are linked to these questions?	Indicator(s) What are measurable forms of this?	Data Collection Method(s) What data collection method will be used to measure the indicator? e.g., Survey, focus group, interview, document review, etc.	Data Collection Tool(s) What specific tool will be used?	Respondent(s) Who will provide the information needed? For example, Youth participants, program staff, etc.	Person(s) Responsible for Data Collection Who is responsible for ensuring the data are collected?	Timing of Data Collection When will the data be collected?
<i>Example:</i> Are all participants being reached as intended?	Which target populations are being reached through recruitment activities?	# of youth participants from who did not pass grade 9; top three ways that participants heard about the program.	Document review	N/A	Youth participants	Cinderella :)	Quarterly review of program statistics