

## A 10-STEP GUIDE

1. Begin the evaluation process *during* the design stage.
2. Start by asking, “What are the *key questions* am I trying to answer?”
3. What *data* do I need to answer my questions?
4. What is the best *method* for obtaining my data in the pre and post-implementation phase?
5. Are there *variables* that were inadvertently overlooked in the evaluation framework development (steps above)?
6. Is there *consistency* in data gathering in the pre and post-implementation phase?
7. *Engage* a reliable and knowledgeable data collection organisation.
8. *Evaluate* the quality of the pre-implementation data and clean the data, if required.
9. *Analyse* the pre-implementation and post-implementation data.
10. *Question* assumptions when drawing conclusions.



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