

## **Process Evaluation – Key Informant Tool**

The below list of questions is a sample interview guide to use with key informants to interview them about the status and evolution of a project.

### **Warm Up**

1. How long have you worked with the project?
2. Describe what your relationship is to the project.

### **What does the Project Do - O**

3. From what you know about the project—describe all the facets.
4. What population is the project meant to serve and in what ways are we tapping into that group?
5. What does a typical day (session) look like?
6. How would you describe the project's values or beliefs? In other words, what principles is the program based on?
7. What do you think the project's trying to accomplish?
8. Who are the project's community partners?
9. What do they do for the project?
10. Have any changes to the program components been made recently?
11. In what ways has the project evolved over time?

### **How Do You Feel About the Project - R**

12. In what ways is the project effective?
13. What would make it more effective?

14. In your opinion what makes this project different from other projects/programs?

**What Insights Are You Having? - I**

15. In what ways do the facets you described fit well together?
16. In what ways don't they fit?
17. Are there any problems with the approach to the project?
18. Who else should the project be serving?
19. Who else should the project have as partners?
20. What else should the project be doing differently to do a better job?
21. What roles does funding play with the project?

**What's next? – D**

22. What do you think the future holds for this project?