

Process Evaluation – Document Review Tool

The below list of questions can be used to understand the project's evolution.

Gather all grant application, work plans and other written records (mission statements, program reports, applications, meeting minutes, etc...). Read through each carefully. Coordinators can do this individually or as a small group process. Make sure to record the answers to the following carefully.

1. What did the original grant (or other written materials) say the need for the program was?
2. What did the documents say the goals were in the beginning? What are the goals now?
3. What activities were in the work plan then? What are they now?
4. Describe the major differences in need, goals and activities.

What Else? - R

5. Where do you have questions about the changes?
6. Who else might you ask about the program's evolution?
7. What other documents provide insight into the program's evolution?

Why the Change? - I

8. In what way does what is on paper differ from what is actually being done?
9. Why do you think the changes occurred?
10. Are these changes due to program drift or cultural adaptation?

What's next? – D

11. What else might you do to enhance your process evaluation?
12. What else might you do to enhance your program?