Selecting the "Right" Vendor for Program Evaluation Projects
Where to start?

Two Key Questions:

What is your biggest challenge in approaching program evaluation projects?

What is the easiest part of program evaluation for you? What do you look forward to, what makes the most sense, what do you have down pat?
For the next 45ish minutes....

1. Setting the stage
2. The right skills
3. Where to find people that match your needs
I like to start with “ME”

Mapping it all out:

- How does this evaluation fit into my current work load?
- Do I see any sticking points?
- Am I concerned/ worried about anything?

“We”?

- Do you have a project team to work with?
- What is the context- does it seem extra or additional for other staff?
Museum Project Cycle

1. Environmental Scan
2. Assess Needs
3. Set Goals
4. Align Goals with Project/Program
5. Implement
6. Evaluate

Diagram Flow:
ENVIRONMENTAL SCAN

Gather information, context, background research, literature review, previous evaluations, related beta or pilot projects
ASSESS NEEDS

What information is still needed? Are there outstanding questions? Where are the gaps? Where can we make a unique contribution?
What do you want to accomplish? WHY? What qualities would a successful project have when it’s over? 1 week later? 1 year later? 100 years later?
Match your goals to your project. HOW can we best accomplish our goals? What does the project / program look like? Set up the structure and schedule to move forward.
Go!
Run the program, develop the resource, start the project
How did it go? What did you learn? Did we meet our goals? To what degree? Should we repeat this? Tweak this? Which pieces? Can any of this apply to other projects and goals in other areas of our work?
## What do you need in your vendor?

<table>
<thead>
<tr>
<th>Environmental scan</th>
<th>Background literature review</th>
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</thead>
<tbody>
<tr>
<td>Assess needs/ Goal Setting</td>
<td>Evaluation project planning</td>
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<tr>
<td>Align goals with program</td>
<td>Survey or tool development / testing</td>
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<tr>
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<td>Staff training for data collection</td>
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<tr>
<td>Implement (evaluation)</td>
<td>Data collection</td>
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<tr>
<td>Implement (evaluation)</td>
<td>Program observation/ feedback</td>
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<td>Analysis</td>
<td>Data entry and frequency generation</td>
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<tr>
<td>Analysis</td>
<td>Data coding/ code book development</td>
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<td>Analysis</td>
<td>Data analysis and reporting</td>
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A few additional considerations

1. Subject matter experts
2. Sense of humor
3. Facilitation skills
4. Go back to your needs assessment- other gaps?
Task list:

1. Background literature review
2. Evaluation project planning
3. Survey or tool development / testing
4. Staff training for data collection
5. Data collection
6. Program observation/ feedback
7. Data entry and frequency generation
8. Data coding/ code book development
9. Data analysis and reporting
Four Paths:

1. Really need one task, repeatedly for most projects
2. Really need one task, but maybe need all these different tasks, just one at a time
3. Need multiple tasks/ most tasks/ all tasks for most projects
4. Completely no rhythm or predictability, every evaluation is on a case by case basis
Last Part: Where to find these people?!
Lucky you are in DC!


Washington Evaluators:  http://washingtonevaluators.org/

Your sector: Health/ Education/ Youth/ Law enforcement

Word of mouth/ co-workers/ team members/ previous jobs or projects

Look around

Do *some* research
Stand up!

Stand up and go to the opposite side of the room:

Left side of room: What is your biggest challenge in approaching program evaluation projects?

Right side of room: What is the easiest part of program evaluation for you? What do you look forward to, what makes the most sense, what do you have down pat?

Read a few stickies
Thank You!!