Program Evaluation Question Checklist

EVAL ACADEMY

Note: this checklist is best suited for projects that would not be considered developmental evaluation.

☐ **Engagement** — You engaged a variety of stakeholders in developing this evaluation question – not just the primary intended users.

☐ **Alignment with purpose** — Your question clearly aligns with the evaluation's stated purpose.

☐ **Specificity** — Your question is specific (i.e., it clearly identifies what aspects of the program will be examined to answer the question).

☐ **Utilization** — Your question directly informs decisions about the program (e.g., how to improve or modify it, whether to continue, discontinue, expand, or reconfigure it).

☐ **Timing** — Your question is appropriate for the program's stage of development (i.e., whether the program is just starting, fully developed and implemented or preparing for closure).

☐ **Ethics** — Your question can be answered without putting participants through unnecessary risk, or the risk to answer your question does not outweigh the benefit to program participants.

☐ **Reasonableness** — Your question is reasonable in terms of what or whom the program can influence.

☐ **Feasibility** — Your question can be answered with the available resources (i.e., time, personnel, technology, funding).

Together, *your set of evaluation questions….*

☐ **Equity** — Seeks to understand how the program contributes to decreasing or increasing inequities and inequalities within its geographical unit.

☐ **Comprehensiveness** — Sufficiently addresses the evaluation purpose.

This checklist was informed by the following checklists:
- Centers for Disease Control and Prevention National Asthma Control Program. (2013). Good evaluation questions: A checklist to help focus your evaluation. Available from https://tinyurl.com/96kzmmx4
- Western Michigan University Evaluation Center. Evaluation Questions Checklist for Program Evaluation. Available from https://tinyurl.com/js9uscxz