**Worksheet 4: Focus the Evaluation**

Complete this worksheet to help identify your evaluation purpose and key evaluation questions.

Step 4.1: Identify the purpose of your evaluation below. Engage relevant interest holders as appropriate to ensure their perspectives are considered. Engagement can range from discussing high-level evaluation purpose to in-depth involvement to complete each step of this worksheet.

|  |
| --- |
| **Purpose of the Evaluation**  State the purpose of your evaluation by describing what is important to learn right now in two to five sentences. Also include the type of evaluation (formative or process) and how the evaluation findings will be used. Refer to your program description and/or logic model as needed. |
|  |

Step 4.2: Use the left side of the table below to develop draft evaluation questions that align with the purpose of your evaluation.

Step 4.3: Share your questions with relevant interest holders for their feedback. Reflect on whether your evaluation questions meet the Federal Evaluation Standards. Refine your evaluation questions and include them in the right side of table below.

|  |  |
| --- | --- |
| **Draft Evaluation Questions** | **Final Evaluation Questions** |
| Draft Evaluation Question 1: | Final Evaluation Question 1: |
| Draft Evaluation Question 2: | Final Evaluation Question 2: |
| Draft Evaluation Question 3: | Final Evaluation Question 3: |