**Checklist for the Evaluate Phase**

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|  |  | Reflection |
| **Define the objective and focus of your evaluation** | | |
|  | Have you clearly defined your evaluation objectives? Have you communicated them to your team? |  |
|  | Have you clearly identified the CPD evaluation level that you are going to focus on during your evaluation? |  |
|  | Have you come up with a set of overarching questions that, if properly answered, will achieve your evaluation objectives? |  |
|  | Are you sure that your evaluation levels and questions are all aligned with your evaluation objectives? |  |
| **Collect evaluation data** | | |
|  | Have you identified the appropriate time and frequency of your evaluation activities? |  |
|  | Has your selection of data methods been aligned to your evaluation objectives and questions? |  |
|  | Have you identified who will lead each data collection activity? |  |
|  | Are your data collectors and/or evaluator/s well trained and qualified? |  |
|  | Have you developed an evaluation plan and communicated it to your team? |  |
|  | Do you have a mechanism in place to ensure that there is not too much or too little collected data? |  |
|  | Have you checked that all data and activities are well matched to your objectives? |  |
| **Analyse, interpret and learn from the data** | | |
|  | Have you developed an analysis plan in which you clearly outline your analysis approach? |  |
|  | Was your analysis done collaboratively? |  |
|  | Have you communicated findings to stakeholders? |  |
|  | Have you identified the lessons learnt? |  |
| **Engagement and Motivation** | | |
|  | Do you have a plan to engage the respective stakeholders with your evaluation findings during the dissemination phase? |  |
| **Gender, diversity and inclusion** | | |
|  | Do you have a plan to ensure that your evaluation findings are communicated to all stakeholders? |  |
|  | Does your plan include diverse communication channels and techniques, to cater for the diverse needs and characteristics of your stakeholders? |  |
| **Effectiveness, scalability and sustainability** | | |
|  | Have you thought about and planned for an effective utilisation of evaluation data? |  |
|  | Will your evaluation findings shed light on the potential for scalability and sustainability? |  |