



Peel Region
Evaluation Platform

Basic Ingredients of Evaluation

It sounds very simple but to conduct an evaluation the basic ingredients are an organization and a program.

We can explore our organization's readiness to evaluate by considering the following aspects of our operations.

Ingredient A. An Organization:

Before an organization can undertake evaluating a program, it should have well established means to conduct itself as an organization. For example:

- ✓ the board should be in good working order,
- ✓ the organization should be staffed and organized to conduct activities to work toward the mission of the organization, and
- ✓ there should be no current crisis that is clearly more important to address than evaluating programs

Ingredient B. A Program:

To effectively conduct a program evaluation, the first requirement is a strong understanding of what clients need. Next, some effective methods to meet these needs. These methods are usually in the form of programs. It helps to think of programs in terms of:

- ✓ Inputs: the various resources needed to run the program, e.g., money, facilities, customers, clients, program staff, etc.
- ✓ Process: how the program is carried out, e.g., customers are served, clients are counseled, children are cared for, art is created, association members are supported, etc.
- ✓ Outputs: the units of service, e.g., number of customers serviced, number of clients counseled, children cared for.
- ✓ Outcomes: the impacts on clients receiving services, e.g., increased mental health, safe and secure development, increased effectiveness among members, etc.

Source: <https://managementhelp.org/evaluation/program-evaluation-guide.htm>

