



Prior to undertaking a program evaluation, it's useful to understand and appreciate the readiness our organization has to evaluation. These questions will help to create an environment that can learn from and use evaluation data.

Who can be involved:

- ✓ People representing the key functions or departments within our nonprofit.
- ✓ The quiz can be completed individually or the group can be convened for this purpose.
- ✓ This group could include our organization's executive director/CEO and board president as well as other staff.

Tips on completing this questionnaire

- ✓ There are no right or wrong answers since everyone is likely to have different views.
- ✓ Responses should be based on what actually happens in our organization and not on the 'desired state'.
- ✓ After completing our rating for all sections, review the 'disagree' and 'somewhat disagree' columns—these are the actions and environments that can be strengthened to build capacity and readiness for evaluation and learning.

Organizational Readiness

	Rating			
	Disagree	Somewhat Disagree	Somewhat Agree	Strongly Agree
There is general commitment to evaluation throughout our nonprofit organization.				
Our leaders demonstrate a commitment to evaluation and evidence-based decision making.				
Our leaders are willing and committed to devoting necessary resources (e.g., staff time and financial or other non-financial resources) to activities that focus on evaluation, learning and improvement.				





	Rating			
	Disagree	Somewhat Disagree	Somewhat Agree	Strongly Agree
Our organization and its Board of Directors demonstrate interest in learning about the effectiveness of our program(s) through data.				
Our nonprofit provides opportunities to foster a culture of information sharing, discussion, reflection, learning, and improvement to support informed decision-making and practice.				
Staff makes decisions based on regular assessment and use of data, information, evidence and feedback. For example, using data from evaluations conducted in the past.				
There are systems, structures, tools, and processes in place for data collection, storage, processing, analysis, and reporting.				
There are systems, structures, tools, and processes in place for information sharing, reflection, knowledge building, and evaluation use.				
Staff continuously look for ways to experiment and innovate to improve services, products, and processes.				
The internal environment of our nonprofit is supportive of change.				
Information is regularly gathered from stakeholders to gauge strengths and weaknesses of our organization and programs.				
Currently available information tells us what we need to know about the effectiveness of our programs, processes, products, and services.				





	Rating			
	Disagree	Somewhat Disagree	Somewhat Agree	Strongly Agree
Stakeholders/funders are expecting our organization to report on evaluation results				

Program Readiness

	Rating			
	Disagree	Somewhat Disagree	Somewhat Agree	Strongly Agree
There is a logical program theory - our program has a logic model.				
If the program is based on a logic model or logical program theory, it is implemented with fidelity to that model and has well-planned sequence of activities.				
There is a shared understanding among program leadership and staff about the core elements of the program and the context in which the program operates.				
Our program has well-defined objectives.				
Our program goals and objectives are related to program activities and are realistic and attainable.				
Our program's long-term impact and outcomes are clearly identified.				
There is agreement about program outcomes across the program leadership and staff.				
The intended beneficiary group is clearly identified. Program participation is clearly defined and distinguishable from				



	Rating			
	Disagree	Somewhat Disagree	Somewhat Agree	Strongly Agree
nonparticipation. There is no ambiguity about who is in the program and who is not.				
Our program serves the population for whom it was designed.				
Our program activities are being implemented as designed.				
Our program has the resources outlined in the program design (e.g., sufficient number of staff, necessary equipment).				
Staff members are qualified and properly trained to operate the program. There are enough qualified staff members on site to implement the planned activities.				
Our program has created the capacity to provide data for an evaluation.				
Our program has been in operation for a reasonable length of time and is known in the target community or has clear evidence of both uptake and effectiveness.				
Our program is relatively mature and stable and is not undergoing refinements or changes that are expected to occur in early stages of program development and delivery.				
Risks/threats to program delivery (e.g. recruitment of participants/deliverers, constancy of necessary partnerships) have been identified, and risk monitoring and mitigation processes have been proposed or are currently in place.				
External/contextual influences and factors are accounted for and assessed as relatively stable. These forces (e.g. policy				





	Rating			
	Disagree	Somewhat Disagree	Somewhat Agree	Strongly Agree
environment) are not expected to affect the program and its participants in a significantly different way over time.				

Evaluation Readiness

	Rating			
	Disagree	Somewhat Disagree	Somewhat Agree	Strongly Agree
The timing of the evaluation fits into our program cycle (usefulness of evaluation at that point in time).				
The building blocks of the program, if any, have been previously evaluated.				
There are no external factors (political, climatic, security etc.) can hamper the evaluation.				
Organizational resources can be dedicated to an evaluation (staff time, financial, etc.).				
Key stakeholders can be available for interviews during the planned evaluation time period.				
Our program has capacity (expertise, skills, staff time) to conduct an evaluation a. internally b. in partnership with an external partner, or c. with an external evaluator (circle all that apply).				
Our organization hires evaluation consultants when needed.				
Our organization convenes meetings to discuss evaluation planning.				





	Rating			
	Disagree	Somewhat Disagree	Somewhat Agree	Strongly Agree
Our organization develops and follows an evaluation plan (i.e., that clarifies what is to be evaluated and how).				
There is a key staff person (or persons), to address our nonprofit's evaluation needs				
Sufficient information is available on how to access existing evaluation resources (e.g., websites, professional organizations, workshops).				
There are structures and systems in place to systematically gather, store, analyze, and use data.				
Primary users of an evaluation have been clearly identified.				

Rating Scale Options

<p>Disagree = 1 (suggests clear need for increased capacity)</p> <p>Somewhat Disagree = 2 (suggests basic level of capacity in place)</p> <p>Agree = 3 (suggests moderate level of capacity in place)</p> <p>Strongly Agree = 4 (suggests high level of capacity in place)</p>	<p>Allows for averaging scores for each dimension of readiness as well as looking at readiness overall</p>
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