Data Matrix: [insert program name] version:yyyymmdd

*Note that all rows are exemplary only and should be modified based on your program or policy’s needs*

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| --- | --- | --- | --- | --- | --- |
| EVALUATION QUESTIONS | | Data: WHAT to collect? WHEN to collect it? | | | Data: WHERE is it? HOW to collect it?  WHO is responsible? |
| Evaluation questions | Sub-questions | Indicators | Metrics | Context | Who, where and how to source this data? |
| Evaluation type which an EQ may be asked in:     |  |  | | --- | --- | | \\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\PC.png | Post-commencement (YYYY-YY) | | \\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\M.png | Monitoring (YYYY-YY) | | \\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\I.png | Impact (YYYY-YY) | | If applicable  Questions designed to narrow the focus of the over-arching evaluation question in the left column. | What are you going to track?  The concept that will help answer the question | How are you going to track it?  How the concept will be measured | What will the indicators be compared to?  For example:   * specified target values * baseline values * a relevant benchmark or standard * a comparison group of comparable non-participants | |  |  | | --- | --- | |  | **Program management team** via program administrative data. This includes application forms, funding agreements, progress/completion reports, etc | |  | **Policy team** via program policy documents, media reports, etc | |  | **Evaluator** via program documentation and/or literature reviews in collaboration with program/policy teams |  | |  | **Evaluator** via internal or external surveys or interviews and comparative data in collaboration with program/policy teams, DATMAT, or others as required | |
| 1. Design: Is the design of the program still appropriate? | | | | | |
| * 1. What was the nature, magnitude, and distribution of the opportunity (or market failure) that the initiative was designed to address?   \\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\I.png |  | Extent to which [opportunity is missed or market is failing – be program specific here] | * NA | * NA | Original policy documentation |
| Desktop literature review regarding **[…]** |
| * 1. How does the [Program Name] design address the identified need?   **\\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\PC.png**\\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\I.png | * + 1. Why was a grants-based initiative considered to be the most efficient and appropriate way to deliver this program? What evidence supported the design choice? What alternatives existed? | NA | * NA | * NA | Policy and initiative design documentation |
| Analysis of relative advantages of grant programs and possible alternative approaches  Interviews at time of evaluation: program policy and delivery teams regarding original initiative design |
| * 1. Have any changes or improvements been made to the design of [Program Name] since its inception (as a result of continuous improvement processes or other)?   **\\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\PC.png**\\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\M.png\\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\I.png |  | NA | * NA | * NA | Program/policy documentation outlining initiative changes (if any) |
| 1. Efficiency: Was the program administered and delivered efficiently? | | | | | |
| * 1. Is/was [Program Name] adequately resourced to undertake its planned activities?   \\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\PC.png\\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\M.png\\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\I.png |  | Ability to complete tasks on time with acceptable quality | * NA | * NA | Program records/reporting data |
| Interviews at time of evaluation: program delivery team |
| * 1. Was [Program Name] implemented on budget and on schedule? If not, why not? And what action was taken?   \\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\PC.png |  | Achievement of implementation schedules | * Actual costs and timelines for program implementation | * Expected program implementation costs and timelines | Program implementation milestone reporting  Program implementation costs  Budget papers |
| * 1. To what extent did the characteristics of those applying to the program match those intended by [Program Name]?   \\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\PC.png | * + 1. Was [Program Name] over- or under-subscribed? | Program awareness and take-up | * Number and characteristics of applications received * Geographical location * How well the applications align with the funding requirements addressed in the applications * Number of successful applications * Number of grant agreements | * Expectations prior to program launch | Program documentation outlining participation expectations  Routine participant reporting data |
| * 1. To what extent have [participants] undertaken [activity as identified in ‘Participant Activity’ column in program logic]?   \\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\PC.png\\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\M.png\\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\I.png |  | Achievement of participant activity/output | * Completion of [participant activity] * Description of activities undertaken by [participant] | * Expectations as identified in funding agreements | Routine participant reporting data |
| * 1. Are mechanisms in place for robust performance assessment of [Program Name]?   \\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\PC.png\\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\M.png | * + 1. Is the data collected (eg for lead indicators) appropriate for the effective monitoring of inputs, outputs, and outcomes of [Program Name]? | Adequacy of collected data | * Metrics identified in [program documentation or other?] * Evidence of reporting data usage by program delivery/policy team | * Relationship between identified indicators/metrics, their intended interpretation, and how closely they represent [Program Name’s] objectives vs other interpretations | Routine participant reporting data |
| Interviews at time of evaluation: program policy and delivery teams |
| 1. Outcomes and Impact: What has been achieved and how ready for future performance assessments is the program / Did the program work? | | | | | |
| * 1. To what extent has [Short term outcome identified in program logic] occurred?   **\\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\M.png**\\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\I.png  Note that the outcome questions will vary depending on the program’s intended outcomes. |  | [Suitable indicator] | * Metric 1 * Metric 2 * … | * [Expectations or other suitable comparator] * … | Routine program reporting data |
| * 1. To what extent has [Medium term outcome identified in program logic] occurred?   **\\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\M.png**\\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\I.png |  | [Suitable indicator] | * Metric 1 * Metric 2 * … | * [Expectations or other suitable comparator] | Annual reporting data |
| Surveys/interviews at time of evaluation: [identify relevant stakeholders] |
| * 1. To what extent has [Long term outcome identified in program logic] occurred?   \\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\I.png |  | [Suitable indicator1] | * Metric 1 * Metric 2 * … | * [Expectations or other suitable comparator] | Previous program reviews, evaluations, or audtis  Pogram reporting data |
| [Suitable indicator2] | * Metric 1 * Metric 2 * … | Reports from [relevant authority] on the state of … [as relevant to this question]  Surveys/interviews at time of evaluation: [identify relevant stakeholders] |
| * 1. Did [Program Name] have any unintended consequences, positive or negative? If so, what were those consequences? How and why did they occur?   \\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\I.png |  | NA | * NA | * NA | Media (or other) reports with reservation  Routine reporting data |
| Surveys/interviews at time of evaluation: program policy and delivery teams, program participants, other relevant stakeholders |
| 1. Lessons Learned: What lessons does this program offer for future program and policy design? | | | | | |
| * 1. What, if any, lessons can be drawn from the program to improve the efficiency or effectiveness of future programs?   \\prod.protected.ind\user\user09\ma2718\Desktop\Evaluation Ready\I.png |  | NA | * NA | * NA | Reflections of stakeholders, participants, and/or independent specialists |