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*

|  |  |  |
| --- | --- | --- |
| 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) |
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 | If applicableQuestions 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?

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 | * 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 approachesInterviews 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)?

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 | * 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?

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 | * 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?

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 | * Expected program implementation costs and timelines
 | Program implementation milestone reportingProgram implementation costsBudget papers |
| * 1. To what extent did the characteristics of those applying to the program match those intended by [Program Name]?

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 | 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 expectationsRoutine participant reporting data  |
| * 1. To what extent have [participants] undertaken [activity as identified in ‘Participant Activity’ column in program logic]?

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* 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.pngNote 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?

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* 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?

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* Metric 2
* …
 | * [Expectations or other suitable comparator]
 | Previous program reviews, evaluations, or audtisPogram 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?

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 | * NA
 | Media (or other) reports with reservationRoutine 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?

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 | * NA
 | Reflections of stakeholders, participants, and/or independent specialists |