

**Appendix 1**  
**Checklist for Managing a General Program Evaluation Study**

## Checklist for Managing a General Program Evaluation Study<sup>1</sup>

Status	Action	Step Reference(s)
<b>Initial Planning</b>		
	Determine program elements subject to evaluation	Step 1
	Determine the types of decisions to be informed by the evaluation	Step 1
	Develop statement(s) of evaluation objectives	Step 1
	Construct or confirm program logic model	Step 4
	Determine type(s) of information needed to evaluate objectives	Step 1
	Determine appropriate type(s) of evaluation	Step 1
	Determine resources required for the evaluation	Step 2
	Identify available resources (budget, staff, schedule constraints) for conducting the evaluations	Step 2
	Reconcile resources and requirements	Step 2
	Determine date that final evaluation results will be needed to contribute to decisions	Step 3
	Develop procurement/award/implementation schedule to yield evaluation results by decision date	Step 3
<b>Evaluation Design and Procurement</b>		
	Develop list of general questions	Step 5
	Develop list of specific researchable questions based on the general questions	Step 5
	Develop evaluation report outline	Step 7
	Develop Statement of Work (SOW), including: Objectives Research design requirements Deliverables Quality assurance requirements Schedule/milestones Evaluation Plan requirements	Step 9 Step 1 Step 6 Steps 7, 9 Steps 6, 8 Step 9 Steps 9, 10
	If survey(s) requested, determine OMB clearance requirements Full clearance Customer satisfaction generic clearance	Step 6b
	Follow other appropriate DOE contractor procurement procedures for hiring an evaluation contractor	Step 9

<sup>1</sup> This checklist has been developed from, and all references are to, the *EERE Guide for Managing General Program Evaluation Studies* (February 2006). The Guide notes that several of the steps should be taken concurrently or revisited after later steps are performed. The sequence of the steps in this checklist reflects this guidance.

Status	Action	Step Reference(s)
(Continued)		
	Establish a quality assurance (QA) review process, including criteria	Step 8
	Review proposals and select evaluation contractor	Step 9
<b>Implementation of Study</b>		
	Set progress review meeting schedule	Step 9
	Set progress reporting schedule	Step 9
	Review Evaluation Plan including: Internal review Outside expert review (if any)	Step 10
	Approve Evaluation Plan	Step 10
	Authorize evaluation contractor to implement Evaluation Plan	Step 10
	Monitor the evaluation contractor's work	Step 11
	Review and approve reports	Step 11
<b>Using Evaluation Results</b>		
	Develop distribution list for final report (ensure that all stakeholders receive a copy of the evaluation findings that are of interest to them)	Step 12
	Develop action plan to disseminate evaluation findings	Step 12
	Utilize evaluation results in program decisions	Step 13
	Establish/update program records for use in future evaluations	Step 14