

Step 4 Task Checklist	Check √
4.1 Write the program goals (from outcomes defined in logic model) into the evaluation proposal under Service/Program Goal(s) .	
4.2 Write the program objectives (impacts defined in logic model) into the evaluation proposal under Program Objectives .	
4.3 Transfer the list of program activities from the logic model into the evaluation proposal under Activities .	
4.4 Consider the research and evaluation questions that the evaluation proposal aims to answer (using Template B as a guide but may include others) and write the questions into the evaluation proposal under Key research and evaluation questions . CDPD may have specified minimum requirements but NfP may suggest others for discussion prior to final plan.	
4.5 Depending on the level of evaluation required, list the indicator for each goal (outcome), objective (impact) and activity (process) that will tell you if this has been achieved (using Template D as a guide but may include others) under Indicators .	
4.6 For each indicator, describe the methods and tools that will be used to collect the evaluation information/data and how this will be analysed under Evaluation methods, tools and analysis.	
4.7 Under Timelines and Responsibilities define when this will occur and who will take primary responsibility to carry out each task.	
4.8 Discuss with stakeholders how the research and evaluation findings may be disseminated and enter into Evaluation Proposal under Plan for Dissemination .	
4.9 Provide an estimate of the cost of conducting the Research and Evaluation Plan and enter under Evaluation Budget .	
Step 5 Task Checklist	Check √
5.1 Engage CDPD and other relevant stakeholders in reviewing the evaluation proposal and budget to finalise the evaluation plan.	
5.2 Submit the evaluation plan to the CDPD by the agreed timeline.	