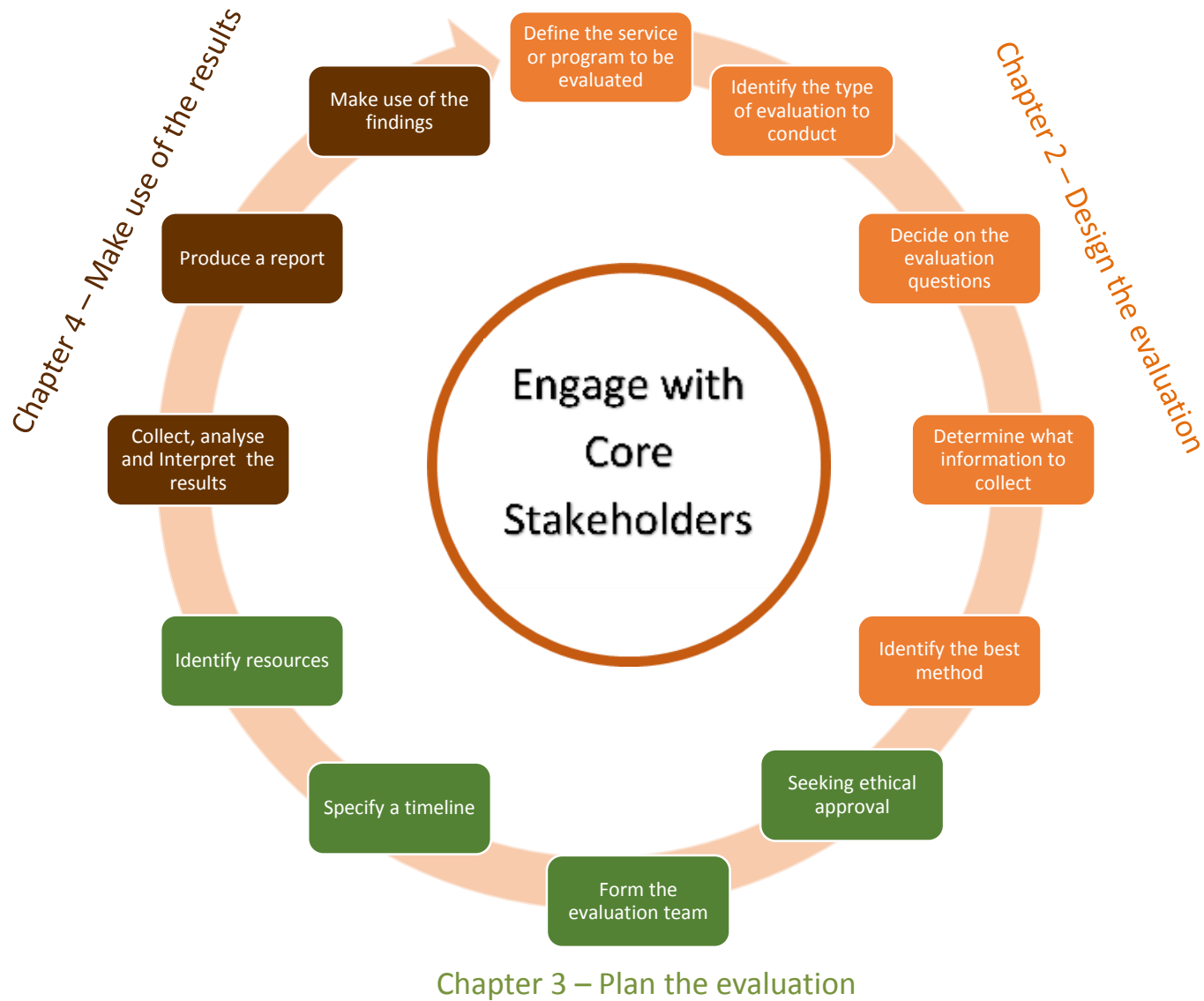


Module Three

Organising the Evaluation

Study Guide: Chapters Three



Ethics Approval

Any activity that involves human participation may need to be approved by the relevant ethics committees.

The Evaluation Team

- Experience in:
 - working together with Aboriginal and Torres Strait Islander peoples
 - working with the broader community
 - working in a healthcare service
- Skills in:
 - project management
 - data collection, analysis and interpretation
 - report writing and knowledge translation
- Knowledge about:
 - the service being evaluated
 - the community
 - the social and cultural values and environment

Identifying People and Resources Needed

Evaluation Activity	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Staff time	Other resources
Prior to commencement														
Identify internal staff													N/A	
Additional staff training													4 days x 3 staff	
Appointment of external evaluator													2 days x 1 staff	Consultancy fee
Stakeholder information & feedback sessions													5 days x 2 staff	Travel costs
Core Stakeholder Group meetings													2 days x 2 staff	catering, transport, sitting f
Finalisation of evaluation plan													3 days x 1 staff	printing
Applying for ethics approval													5 days x 1 staff	printing
Undertaking the evaluation														
Collecting data													3 weeks x 2 staff	printing survey, travel
- Quantitative data (#, \$,)														
- Qualitative data (Stories , talking to people)														
Analysing and interpreting results													2 weeks x 2 staff	
Identifying findings & key recommendations													1 week x 2 staff	
Producing report													1 week x 2 staff	printing
After the evaluation														
Disseminating findings externally													4 days x 3 staff	travel costs
Disseminating findings internally													2 days x 1 staff	

Lets plan....

1. Design your own Gantt Chart ensuring the timelines are realistic for you.
2. Identify the people time and resources that you will need for each item on your Gantt Chart.



Developing the Budget

Now is the time to develop a budget based on all of the resources including people time identified in your Gantt Chart.

Key Messages

- Must consider whether ethics approval is needed.
- Ensure the right mix of experience, skills and knowledge on the evaluation team.
- Other operational considerations that should be considered during the design phase include:
 - Identifying types of activities that need to be undertaken
 - Establishing a timeline for those activities
 - Determining resources that will be required
 - Developing an evaluation budget