**Data Collection Template**

Use this template to plan the evaluation strategy.

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| Level |  | Measures | Data collection methods | Data Sources | Target date | Responsible |
| **1** | **Reaction and Planned Action**  List reaction items to measure | Satisfaction / importance / relevance / intent to use / would recommend | Questionnaire/survey | Participants | On completion of intervention | Project lead / facilitator / evaluator |
| **2** | **Learning and Confidence**  List learning objectives | Pre and post testing / assessments / skill practices / simulation results | Test results / questionnaires | Facilitators / managers / participants | On completion of intervention | Project lead / facilitator / evaluator |
| **3** | **Performance**  List application objectives | Completion of action plan / applied learning / performance results / barriers & enablers identified | Action plans / questionnaires | Participants / managers | 6-16 weeks post intervention (ideally about 12 weeks post) | Managers / evaluator |
| **4** | **Business Goals**  List business objectives | Business improvement / productivity & efficiency / customer satisfaction / engagement scores / participant estimates and confidence ratios | Business performance management systems / org surveys / financials / customer surveys / control groups / trend analysis / estimate and confidence questionnaires | Managers / financial accountants / performance measurement team / participants | Pre and post – ideally 6 & 12 month intervals pre and post intervention (participant estimates & confidence ratios may be collected with Level 3 data) | Managers / evaluator / financial accountants |
| **5** | **ROI**  State ROI objective | Standardised ROI calculation based on monetised performance measures | Business performance management systems and business financial records / tabulation of programme costs | Evaluator / financial accountants / commercial manager / project leads | Pre and post – ideally 6 & 12 month intervals pre and post intervention | Evaluator |