Decide and prioritise what data to collect

This worksheet will help you to discuss and agree your most important evaluation questions and the information you need to answer them.

## What information do you need?

Individually or in pairs, give yourselves five minutes for each section to come up with as many questions as you can think of.

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| What questions do you have about your programme or service?  |
| 1. Think about WHO you are working with: are you reaching the right people |
| 2. Think about HOW people are engaging with the project or programme: what people think of it or how they use it?  |
| 3. Think about WHAT difference it makes: what would you need to know to tell if your intervention is working? How often would you ideally review this? |

## Discuss your answers as a group

How would knowing the answers to these questions help you in your role? What might you do differently? How often would you need to review this information?

## Review

Looking at the questions you have come up with, are there any that you already know the answer to? If so, are you confident enough to leave these for now, or do you want to use data to check that your existing knowledge and assumptions are correct?

## Prioritise

Put your remaining questions, and anything you want to check, in order of importance.

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| Our most important questions: |
|  |
| Things we think can already be answered with existing data / information but would like to check: |
|  |

## Looking at your most important questions - what information do you need in order to answer them? The information might be qualitative (words and stories, such as what people said about a service) or quantitative (numbers, such as how many times people used a service). Don’t worry for now about whether you have that information.

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| Our most important questions | Information needed to answer |
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