

The table below will help you to consider the questions you need to ask when considering your evaluation, the data to collect for each section and whether the data is suitable for outcome or process evaluation.

	Questions to ask	Data to collect	Type of evaluation
Resources/ Inputs	Did you have the right resources at each stage of your project? These could be people, participants, suitable location and materials for the project?	Accounting sheets Staff appraisals Order forms for physical resources Room bookings Invoices for venues	Process evaluation
Activities	Were the activities suitable for your project? What were the strengths and weaknesses of the activity? How did the participants find the activities? Staff training	Questionnaire data from participants about how they found the activity and the venue. Access to the venue (parking and public transport) Venue the right size Feedback from staff about how they found running the activity Group the right size Focus groups and interviews with participants/staff Observations	Process evaluation
Outputs	Numbers of staff trained How many people were interested in your project? How many people started the project? How many people completed the project? If creating a piece of art work, how many people created something they were happy with?	Enquiries lists Registration forms Attendance lists Staff assessment Any end of course assessment (informal) Photos of completed work Drama or musical performance Unstructured observation	Process evaluation
Outcomes	What are the changes in the participants? <ul style="list-style-type: none"> • Health behaviours • Mental wellbeing • Skills • Confidence • Reduced social isolation • Self esteem 	Validated questionnaires such as: <ul style="list-style-type: none"> • SWEMWBS • WHOQOL BREF • Rosenberg self-esteem scale • CORE outcome measures • Outcome Stars Structured Observation Formal qualitative data analysis such as thematic analysis or content analysis with an unbiased sample (in combination with validated questionnaires)	Outcome evaluation
Impact	Has the project had an impact on: <ul style="list-style-type: none"> • Physical health • Mental health • The wider community? 	Would the outcomes have been achieved if this project had not run? Were there any external influences that could have influenced the outcomes? How may the project have influenced the wider community? (e.g. people who came to see the outputs, such as an art exhibition or a performance)	Outcome evaluation