

# IMPLEMENTATION CHECK LIST

This form is for BVC ventures to assess their readiness for evaluation and to plan the steps they need to take ahead of implementing their evaluations.

## 0. ALIGNMENT

A) Have you checked whether your theory of change and evaluation plan are aligned?

Circle one	YES	NO
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B) Have you cross reviewed your tools to ensure that everything from your evaluation plan is covered and nothing more?

Circle one	YES	NO
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If no ...	Next steps
What are your next steps?	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>

## 1. TEST

A) Have you finalised your evaluation tools?

Circle one	YES	NO
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B) Have you interrogated the design of your tools?

Circle one	YES	NO
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C) Have you trialed your tools and gotten feedback (design, timing, clarity of questions)?

Circle one	YES	NO
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D) Have you considered what type of analysis you will do and designed your data storage system?

Circle one	YES	NO
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If no ...	Next steps
What are your next steps?	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>

If no ...	Next steps
	<ul style="list-style-type: none"> <li>•</li> </ul>

## 2. COLLECT

A) Have you trained staff (if relevant) on data collection?

<i>Circle one</i>	YES	NO
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B) Have you done a test run of gathering data and testing processes?

<i>Circle one</i>	YES	NO
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If no ...	Next steps
What are your next steps?	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>

## 3. MANAGE

A) Have you ensured all data are anonymised?

<i>Circle one</i>	YES	NO
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B) Have you ensured you have all the data you need for your analysis?

<i>Circle one</i>	YES	NO
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If no ...	Next steps
What are your next steps?	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>