

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?

<i>Circle one</i>	YES	NO
-------------------	-----	----

- B) Have you cross reviewed your tools to ensure that everything from your evaluation plan is covered and nothing more?

<i>Circle one</i>	YES	NO
-------------------	-----	----

If no ...	Next steps
What are your next steps?	<ul style="list-style-type: none"> • • •

1. TEST

- A) Have you finalised your evaluation tools?

<i>Circle one</i>	YES	NO
-------------------	-----	----

- B) Have you interrogated the design of your tools?

<i>Circle one</i>	YES	NO
-------------------	-----	----

- C) Have you trialed your tools and gotten feedback (design, timing, clarity of questions)?

<i>Circle one</i>	YES	NO
-------------------	-----	----

- D) Have you considered what type of analysis you will do and designed your data storage system?

<i>Circle one</i>	YES	NO
-------------------	-----	----

If no ...	Next steps
What are your next steps?	<ul style="list-style-type: none"> • •

If no ...	Next steps
	•

2. COLLECT

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

<i>Circle one</i>	YES	NO
-------------------	-----	----

B) Have you done a test run of gathering data and testing processes?

<i>Circle one</i>	YES	NO
-------------------	-----	----

If no ...	Next steps
What are your next steps?	• • •

3. MANAGE

A) Have you ensured all data are anonymised?

<i>Circle one</i>	YES	NO
-------------------	-----	----

B) Have you ensured you have all the data you need for your analysis?

<i>Circle one</i>	YES	NO
-------------------	-----	----

If no ...	Next steps
What are your next steps?	• • •