

BEYOND  
**EVALUATION**  
 ——— USE ———

An Empirical Study of Involvement and  
 Use/Influence in Multi-Site Evaluations

**MAKING THE MOST OF MULTI-SITE EVALUATIONS CHECKLIST**

IMPLICATION	TASK	TIMELINE	COMPLETED (Yes/No)
Set Reasonable Expectations	Decide on expected levels of project involvement		
	Solicit more advice than action by projects		
	Identify resources or personnel for detail work		
Address Data Concerns	Verify data definitions		
	Check accuracy		
	Consider multiple reviews of analysis		
Prioritize Communication	Identify evaluation stakeholders		
	Create a plan		
	Provide opportunities for feedback planning		
	Provide opportunities for feedback on implementation		
	Provide opportunities for input on report		
Interface with Funder	Study the context		
	Outline goals (stated and implicit)		
	Garner support for the evaluation		
	Integrate plans for use by funder and projects		
	Adopt the role of liaison between funder and projects		
Recognize Life Cycle	Identify intersection of evaluation and projects' life cycles		
	Identify at least two point people at each project		
Expect Tensions	Be aware of inter-project dynamics		
	Be aware of program-project dynamics		
	Be sensitive to resource constraints (e.g., time, money, personnel)		
Develop Community	Create face-to-face opportunities to interact		
	Maximize technology to allow for opportunities to interact		
	Disseminate information generously		
	Build credibility		