

Data Analysis Handout: Use questions to prompt reflections on the data; for use with internal staff.
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Think like an evaluator: Use this handout to document your observations and responses

What data are you reviewing?

For survey results, you'll need:

- Survey instrument
- Basic data report (in Excel)
- Previous years' data (if applicable)

For program measures, you'll need:

- Manager Report/Snap Shots/
Numbers from Track Via

Review the goal of the program evaluation.

1. Revisit the purpose of the evaluation (What information do you want to learn from the data?)
2. Review the survey instrument or report
 - Familiarize yourself again with the measures
 - Remind yourself of how the data was gathered

Answer these questions as applicable.

Thoughts

Note the response rate (= how many people filled out the survey/how many people were supposed to fill out survey)

Review the survey comments; what do you notice?

Notice which responses or measures are high or low

How do the results/measures compare: event to event; last year to current year; other CHO programs (if applicable)?
Why might that be?

How does this data align with your expectations?

What is happening and why?

Has there been a change in tracking, strategic planning, or programming to explain this data?

What is surprising? Are there any red flags?

How can we respond to this?

What else do I need to know to make an informed decision?

Report your findings.

1. What else do you need to know before reporting this information?
2. Who will you report this information to? (CHO staff, Coalition members, Stakeholders/partners/ funders, etc.)
3. What information is important for each audience to have? What do they care about?
4. What is the best way to format these results?