

Developing Evaluation Questions
WORKSHEET 2: DESCRIBE PROJECT GOAL AND OBJECTIVE

1. Briefly describe the purpose of the project.
2. State the above in terms of a general goal.
3. State the first objective to be evaluated as clearly as you can.
4. Can this objective be broken down further? Break it down to the smallest unit. It must be clear what specifically you hope to see documented or changed.
5. Is this objective measurable (can indicators and standards be developed for it)? If not, restate it.
6. Formulate one or more questions that will yield information about the extent to which the objective was addressed.
7. Once you have completed the above steps, go back to #3 and write the next objective. Continue with steps 4, and 5, and 6.

Source: [Chapter 5, Overview of the Design Process for Mixed Method Evaluations](#) from the National Science Foundation's *User-Friendly Handbook for Mixed Method Evaluations*, August 1, 1997.