



# Ideas about evaluation

## How to evaluate a project and how to find out if your project made a difference

You need to think about how you will measure the successes of your project. The best way to do this is to be really clear about what your project will achieve. E.g. educate others, increase awareness, change attitudes etc.

Once you've decided on one or two big goals that your project will achieve, you will need to match this with a way to measure success. **HOW** to do this depends a lot on your project and **WHAT** you plan to measure.

Some examples include:

- Find out people's attitudes before and after participating in your project. Remember to use open-ended questions to get more information (such as "why" or "how").
- Use a smiley face scale to find out how people benefited from or enjoyed your project.
- Ask people to share their experiences.
- Use drawings or photographs to show your project in action.
- Ask people a few specific questions – you can be creative about the way you do this e.g. big sheets of paper, jars where people post their feedback.
- You could ask a few people either individually or in a group some questions to find out more about how being part of your project made a difference to them.

Whatever you choose to do, you need to get permission to ask for feedback and be careful about the way you collect information (anonymously is sometimes best) and be sensitive about how you share the feedback that people gave you. Once your feedback is collected, look at it carefully to work out what people have told you about how well the goal was achieved.

Also remember it's the **ASKING** for feedback which is really important and all feedback, good and not-so-good, is important to find out.

When you're reporting on your evaluation findings, talk about how you collected feedback, any issues or challenges, and what you found out about your project.

Still not sure about evaluation? Ask your mentor or email [info@rise.org.nz](mailto:info@rise.org.nz) for more help.