

# Evaluation Readiness Checklist

Use this checklist before beginning a research or evaluation engagement.

## **Decision context**

- The team can name the decision the evaluation should inform.
- Stakeholders agree on the most important questions.
- There is clarity on who will use the findings and how.

## **Evidence and access**

- Existing data sources are identified.
- Gaps in data quality or access are documented.
- Participants, clients, or partners can be reached ethically and respectfully.

## **Operating conditions**

- The team has a realistic timeline for discovery, analysis, and sensemaking.
- Internal owners are available to support coordination.
- Leadership is prepared to act on findings, including findings that challenge current assumptions.

## **Output expectations**

- Recommendations should be practical, specific, and tied to the original decision.
- The final deliverable should include implications for strategy, implementation, and learning.