

Tool 4. EVALUATION CONCEPT TABLE, part 1

1	Subject of evaluation - what project do you want to evaluate?	
2	The scope of evaluation - what part of the project do you want to evaluate <i>(the whole one or selected activities / tasks)?</i>	
3	Which stage of the project implementation do you want to evaluate?	
4	Who will implement the evaluation?	
5	The purpose of evaluation and the planned use of its findings. Purposes can be related to the main functions of evaluation: educational, decision-making, development, reporting, promotional, procedural. Evaluation purposes should be linked to evaluation types, criteria and questions.	Why do you conduct the evaluation? What do you want to achieve? How are you going to apply (use, utilise) the evaluation findings?
6	Criteria* and evaluation questions** - in what respect should the subject of evaluation be considered (*) and what do you want to learn about it (**)? Evaluation questions should be related to the evaluation criteria, but you can also add questions that are not related to the abovementioned criteria or formulate your own criteria (e.g. complementarity, synergy). Evaluation questions may relate to: <ul style="list-style-type: none"> • processes and activities that serve the project implementation, • the effects achieved and the reasons of examined phenomena, • the way the project is operated (e.g. management system). 	1. Criterion: Questions : 2. Criterion: Questions: 3. Criterion: Questions: 4. Criterion: Questions: 5. Criterion: Questions: Other important issues