

**SAMPLE Process Evaluation Matrix: Implementation of REACH Community Action Framework**

<b>Process Questions</b>	<b>Evaluation Questions</b>	<b>Sources (Where will you get answers to these questions?)</b>	<b>Methods (How will you gather information to answer these questions?)</b>	<b>Timeframe</b>	<b>Instrument (Will you need an instrument to collect information, if so, what?)</b>	<b>Person(s) Responsible</b>
Is the Coalition functioning effectively?	Is there continuity & consistency of adults and youth?	Attendance/activity logs	Document review	Throughout the project	NA	?
	Is there a shared vision? Is your governance and decision-making process effective? Do you practice facilitative leadership? Is your communication plan effective? Is the coalition working toward sustainability? Are you taking steps to ensure cultural sensibility?	Coalition participants	Survey	Annually in spring	Coalition Self-Assessment	?
	Are we providing on-going training & support for adults on how to work effectively with youth – and vice versa?	Coalition participants	Document review	Annually in spring	NA	?
	Is there partnership support for including youth in program activities? Are we employing youth-driven, youth-led approaches? Do youth have a voice in decision-making & planning?	Coalition participants	?	Annually in spring	?	?

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Did we implement project strategies as planned? Did we implement any unplanned strategies and why?	Are activities related to your coalition strategies?	Project documents (work plans, minutes of meetings, etc.)	Document review	Throughout project	NA	?
	How many and who participated in each coalition strategy?	Attendance/activity logs	Document review	Throughout project	NA	?
	What is the level of community support for each coalition strategy?	Coalition/community members		Upon completion of strategy	?	?
What were our successes in implementing strategies?	Successes?	Project documents (reports, minutes of meetings, e-mail messages)	Document review	Throughout project	NA	?
		Feed back from participants	?	Upon completion of strategy	?	?
What were our challenges in implementing project strategies?	Challenges?	Project documents (reports, minutes of meetings, e-mail messages)	Document review	Throughout project	NA	?
	Problems encountered?	Project documents	Document review	Throughout project	NA	?
		Feed back from stakeholders	?	?	?	?
What changes did we make/plan to make to project activities and why?	What changes did we make to project scope, strategies, budget, personnel, etc.?	Project documents (work plans, minutes of meetings, etc).	Document review	When writing annual/final reports	NA	?

	What were poor outcomes of implemented strategies?	Outcomes evaluation data	Data analysis	Annually	Outcomes data instruments	?
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Is your coalition building community capacity and conditions for change (Box E of Community Action Framework)	Is your coalition building stakeholders' awareness, knowledge, engagement and commitment? Is your coalition conveying urgency, possibility, equity and inevitability of change?	Coalition and community members	?	?	?	?
Is your coalition implementing community strategies to enhance supports and opportunities for youth (Box D of Community Action Framework)	Have we strengthened community adults' and families' capacity to support youth? Have we reformed & coordinated public institutions and services to support youth development? Have we created policies & aligned resources in public and private sectors to support community strategies? Have we increased the number & quality of developmental activities for youth in your community?	Outcomes data	Data analysis	?	NA	?
		Community and community members	?	Annually	?	?
OTHER Process questions?						