**Directory of tools for use in planning and designing evaluation projects**

| **Folder (sub folder)** | **Name of tool** | **Description** | **Useful for** |
| --- | --- | --- | --- |
| Checklists | Evaluative assessment form | This brief form sets out a series of questions about your project and resources, to help you to think about whether you are ready to carry out an evaluation.  | All projects/activities that you are considering evaluating. |
| Evaluative assessment checklist | A checklist of questions to help you think about whether you are ready to carry out an evaluation. Includes links to further planning tools. | All projects |
| Dissemination | Dissemination plan template | A simple template for planning out how, when and with whom you will share the findings of your evaluation. | All projects |
| Using blogs as dissemination | A brief guide to writing blogs and sharing your evaluation findings in this way. | Projects with findings you want to share publicly |
| Report template | The current template for project partners to report the findings of their project evaluations. | Partner’s project evaluations |
| Ethics |  | Quick guide to ethics | A brief guide to the key things to think to maintain the safety, security, and wellbeing of everyone involved in the evaluation. | All evaluations |
| Scenario planning | A guided exercise to help you think about how to support people involved in the evaluation in a range of scenarios that pose a risk to someone’s security, physical or mental wellbeing.  | All evaluations |
| Consent forms | Consent form\_brief | Template for a brief consent form for participants engaging in any evaluation, but best suited to less complex evaluations. | Straightforward evaluations |
| Consent form\_detailed | Template for a more detailed consent form, similar to those used in academic research studies. | Research studies/ complex evaluations |
| Consent to contact | Template to collect consent to contact participants | Collecting contact details |
| Parent or carer consent forms | Templates to collect parent/carer consent for studies involving children and young people who cannot give informed consent on their own. Templates follow those for the consent forms outlined above, plus an ‘opt out’ form version. | All evaluations All evaluations involving children/people who cannot give informed consent for themselves. |
| Participant information sheets | Participant information sheet\_basic | Template for a brief participant information sheet for participants engaging in any evaluation, but best suited to less complex evaluations. Outlines the details of the study and ethics information that participants should consider before consenting. | Straightforward evaluations e.g. short online surveys, focus groups |
| Participant information sheet\_online basic | Template for a brief participant information sheet for participants engaging in online evaluations.  | Online surveys |
| Participant information sheet\_detailed | Template for a more detailed participant information sheet for participants engaging in complex evaluations or research projects. | Research studies/ complex evaluations |
| Participant debrief | Debrief\_basic | Template of a basic debrief statement outlining the purpose of the study, what happens next and how to get in contact with the evaluation team. | Straightforward evaluations e.g. short online surveys, focus groups |
| Debrief\_detailed | Template of a more detailed debrief statement for more complex evaluation and research projects.  | Research studies/ complex evaluations |
| Planning tools | Evaluation plans |  | Templates and examples to map out your outcomes, indicators and data collection methods, and assign these to team members | All evaluations |
| Logic modelling | Guide | Evaluation Support Scotland guide to developing a logic model  | All evaluations |
| Template | Evaluation Support Scotland template that you can use to complete a logic model for your evaluation |
| Video | <https://evaluationsupportscotland.org.uk/resources/introduction-to-logic-modelling-online-learning/>  |
| Other planning tools | Team planner | Who is on the evaluation team? What do they bring to the evaluation? | All evaluations |
| Outcomes & indicators | See Me outcomes & indicators | A list of See Me’s outcomes and impact indicators. Some example process indicators and the learning outcomes are also included. For a full list of process outcomes, see the Development Framework. | All See Me evaluations; project partner evaluations |
| Identifying outcomes | A brief tool getting you to think about what you hope that your project will achieve, and the outcomes you wish to evaluate. | Evaluations of projects where no outcomes have yet been identified. |
| Timeline planning | Gantt chart templates | Two templates for creating Gantt chart timelines to plot the key dates, milestones etc. for your evaluation. | All projects |
| Project timeline planning template | A more visual timeline planning tool in Powerpoint, this can be used for presenting the key dates  | All projects |
| Involving people with lived experience | Involvement matrix | A tool from researchers in the Netherlands that can be used to plan out when and how people with lived experience will be involved within the evaluation. | All projects |
| Lived experience engagement best practice guide 1 | A useful guide on how to engage with people with lived experience, created by the Alliance and Democratic Society. | All projects |
| Lived experience involvement guide | A guide to involving people with lived experience of mental health problems in the design and delivery of your work, created by Mind.  | All projects |
| Websites for further information | <https://evaluationsupportscotland.org.uk/>  |
| <https://toolkit.iriss.org.uk/>  |
| <https://www.matter-of-focus.com/how-to-bring-different-voices-into-your-evaluation/> |