

# Worksheet for Assessing Resources and Capacity Form

Complete the Assessing Resources and Capacity worksheet. This exercise will help you identify existing resources and gaps in your evaluation capacity. When completing this worksheet, think about your immediate team, your broader department and your external partners — each has a role to play. Identifying the status of your resources will help you realistically determine the level of effort for training staff, engaging external partners or consultants, and adapting to community needs.

## Capacity of Existing Staff

**What evaluation experience does your staff have?**

**Where is additional evaluation support needed?**

**Which staff have experience with survey development and implementation, interview design and implementation, qualitative analysis and/or quantitative analysis?**

**Do any collaborating organizations (e.g., local health departments, AmeriCorps Vista volunteers, academic institutions, community health workers) have evaluation expertise that they can contribute?**

## Time and Budget

When does program implementation begin?

When does program implementation conclude?

Does your program budget have dedicated funds for evaluation?

Does your organizational budget have dedicated funds for evaluation?

## Stakeholder Buy-In

Whose values and perspectives are represented in the evaluation questions?

How will I obtain multiple perspectives on how the evaluation will be implemented?