# Data Collection Framework

**Instructions**: Use this form as a starting point for your development efforts. Customize this form, adding relevant information as appropriate or removing information that does not apply to your situation.

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| --- | --- | --- | --- |
| Evaluation Question(s) | Indicator(s) | Data Source(s) | Data Collection Method(s) |
| What do you want to know? Why do you want to know it? Is it measurable? How will you use the data? | How will you know? What observable measures will you use? | From where or from whom will you obtain the information? | How will you gather the information? |
| *Examples:*  *Were curriculum trainings conducted as planned?*  *What is the impact of teacher curriculum trainings?* | *Examples:*  *The number of curriculum trainings implemented*  *Descriptions of the trainings*  *Participants’ perceived confidence to teach the curriculum*  *Participants’ skills in teaching the curriculum* | *Examples:*  *Training agendas, training registrations*  *Professional development coordinator*  *Participants in the trainings*  *Curriculum coordinator* | *Examples:*  *Document review*  *Telephone interview*  *Questionnaire*  *Classroom observations of teachers* |
| [ENTER QUESTION] | [ENTER INDICATOR] | [ENTER SOURCE] | [ENTER COLLECTION METHOD] |
| [ENTER QUESTION] | [ENTER INDICATOR] | [ENTER SOURCE] | [ENTER COLLECTION METHOD] |
| [ENTER QUESTION] | [ENTER INDICATOR] | [ENTER SOURCE] | [ENTER COLLECTION METHOD] |
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| [ENTER QUESTION] | [ENTER INDICATOR] | [ENTER SOURCE] | [ENTER COLLECTION METHOD] |

## Criteria for Writing Evaluation Questions

* Is the question important to stakeholders?
* Does it reflect key program goals and objectives?
* Will the question generate important and accurate information?
* Will the question provide information that can be acted upon to make program improvements?
* Can it be answered with available resources?

## Possible Data Sources

* Surveys
* Attendance records
* Interviews
* Observations
* Sample work
* Indicators
* Photographs
* Meeting minutes
* Budgets
* Testimonials
* Journals
* Test Results
* Case Studies
* Agendas
* Focus groups
* Memos
* Logs