PROGRESS TRACKER: CREATING AN IMPACT OR BASELINE REPORT

Upon completing each coaching module, at minimum, collaboratives should be able to answer the questions below.

| The Process | Our Implementation Plan | Principles We Have Applied |
| --- | --- | --- |
| Before beginning: Pre-readings | *How participatory will our evaluation process be?* | Clarify purpose and participants  Accept imperfection  Align measurement  Prioritize measurement  Numbers and narrative  Weave data together  Match methods to capacity  Adopt, adapt, or build  Estimate contribution  Assess value  Make appropriate claims  Learn by doing |
| Module 1: Define your change | *What is our ultimate impact goal? Can we see the line of sight between our intended activities and ultimate goal? Have we mapped our stakeholders - participants and beneficiaries - of the evaluation?* | Clarify purpose and participants  Accept imperfection  Align measurement  Prioritize measurement  Numbers and narrative  Weave data together  Match methods to capacity  Adopt, adapt, or build  Estimate contribution  Assess value  Make appropriate claims  Learn by doing |
| Module 2: Design evaluation questions, methodology and process | *What are our main evaluation and learning questions? Have we designed questions that will reflect on different dimensions of impact (e.g., outputs, outcomes, impact)? Who was involved in designing these questions?* | Clarify purpose and participants  Accept imperfection  Align measurement  Prioritize measurement  Numbers and narrative  Weave data together  Match methods to capacity  Adopt, adapt, or build  Estimate contribution  Assess value  Make appropriate claims  Learn by doing |
| Module 3: Build indicators | *For each evaluation question, what are our indicators? Have we identified already existing data in the community?* | Clarify purpose and participants  Accept imperfection  Align measurement  Prioritize measurement  Numbers and narrative  Weave data together  Match methods to capacity  Adopt, adapt, or build  Estimate contribution  Assess value  Make appropriate claims  Learn by doing |
| Module 4: Collect Data | *For each indicator, how will we collect the data with stakeholders in the community? Have we planned our data collection activities (e.g., how, when, who)?* | Clarify purpose and participants  Accept imperfection  Align measurement  Prioritize measurement  Numbers and narrative  Weave data together  Match methods to capacity  Adopt, adapt, or build  Estimate contribution  Assess value  Make appropriate claims  Learn by doing |
| Module 5: Analyze and share results | *Have we planned collective sense-making activities at regular intervals (e.g., annually)? What is our approach to analyzing our contributions to the results? Do we have a communication strategy for our results?* | Clarify purpose and participants  Accept imperfection  Align measurement  Prioritize measurement  Numbers and narrative  Weave data together  Match methods to capacity  Adopt, adapt, or build  Estimate contribution  Assess value  Make appropriate claims  Learn by doing |
| Post-coaching | *What is our workplan from beginning to end of the evaluation project?* | Clarify purpose and participants  Accept imperfection  Align measurement  Prioritize measurement  Numbers and narrative  Weave data together  Match methods to capacity  Adopt, adapt, or build  Estimate contribution  Assess value  Make appropriate claims  Learn by doing |



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