

# SUMMATIVE EVALUATION

## Sustainability



### Summative evaluation

A summative evaluation assesses the quality, outcomes and impact of an implemented project to see if it has achieved its stated outcomes. It generally occurs at the completion of a project, or at least well after implementation.

### Sustainability

The purpose of this phase is to wrap up the project, embedding long term change into business as usual. This is where you can evaluate and share the benefits you have achieved and spread your project to other areas.

## Key points

### 1. Form an evaluation team

A mix of expertise and independence is required for an effective evaluation team. Project leads and key stakeholders can provide significant subject matter input. Inclusion of an independent expert with evaluation expertise is recommended to bring rigour to the process and outcome.

### 2. Plan for the evaluation

Planning for the evaluation should be done early in the project and before the implementation phase begins. Planning will include preparing how you will document and measure your goals and benefits, as well as mapping how the change will be executed. Identify relevant stakeholders to include in the evaluation. Create a data collection plan to ensure that relevant baseline data has been collected and the right data are collected and stored throughout the change.

### 3. Develop and test evaluation tools

Tools that can be used to collect data include surveys, interviews, observation records and explanatory (or supportive) documents, such as interview guides and focus group prompts. When possible, try to test the evaluation tools on a sample of similar participants to identify, revise and resolve any potential issues before using them more broadly.

### 4. Communicate

A communication plan can be used to communicate how the evaluation will be conducted. It is good practice to keep all participants and stakeholders informed about progress and results. It is also essential to ensure that the progress and results are communicated to the sponsor and steering committee on a formal basis.

## Considerations and tips

A well planned and executed evaluation provides valuable information. There are different types of evaluations, knowing what you are setting out to achieve with your evaluation will keep the work on track.

### Include evaluation in the plan

Including evaluation as a key step in the project during project planning ensures all stakeholders are aware this step will be included.

### Outcomes and process evaluations

An outcomes evaluation assesses whether the short and longer term goals of the initiative have been met. A process evaluation determines whether the strategies or systems you implemented are performing as planned.

### Impact evaluations

An impact evaluation measures the impact of a program. It is broader than an outcomes evaluation and determines the overall effects of an initiative (either intended or unintended).

### Using the results

Evaluation results are used to support and contribute to evidence based decision-making about the future of the project. Should it be revised, spread or discontinued?

## Summative Evaluation



### Lessons learned

What are the learnings and what would you do differently?



### Impact Evaluation

how has the project impacted the organisation



## Summative Evaluation



### Process measures

Have behaviours and systems changed?



### Outcome Measures

have project goals been achieved?

## Evaluation Team



## Further information

[My Health Learning Log in Form](#) – Redesign Sustainability (202465121)

NSW Government Program Evaluation Guidelines – [https://arp.nsw.gov.au/sites/default/files/NSW Government Program Evaluation Guideline January 2016\\_1.pdf](https://arp.nsw.gov.au/sites/default/files/NSW_Government_Program_Evaluation_Guideline_January_2016_1.pdf)

Evaluation toolkit, NSW government – [www.dpc.nsw.gov.au/tools-and-resources/evaluation-toolkit/](http://www.dpc.nsw.gov.au/tools-and-resources/evaluation-toolkit/)

## Next steps

With a well executed evaluation, you have a platform for spreading the change, publishing your work or applying for an award.