

Evaluation Capacity Diagnostic Tool¹

Instructions: Choose your level of agreement with the following statements.

	Strongly Agree	Agree	Disagree	Strongly Disagree
Organizational Culture & Practice Around Evaluation				
Our organization sees evaluation as a tool that is integral to our work.	4	3	2	1
Our organization models a willingness to be evaluated by ensuring that evaluation, both their process and findings, are routinely conducted and visible to others within and outside of our organization.	4	3	2	1
Our organization has an effective communication and reporting capability to explain evaluation processes and disseminate findings, both positive and negative, within and outside of our organization.	4	3	2	1
Our organization values learning, as demonstrated by staff actively asking questions, gathering information, and thinking critically about how to improve their work.	4	3	2	1
Key leaders in our organization support evaluation	4	3	2	1
Total				
Sectional Score				
Organizational Commitment & Support for Evaluation				
Our organization has established clear expectations for the evaluation roles of different staff	4	3	2	1
Our organization ensures that staff have the information and skills that they need for successful participation in evaluation efforts (e.g., access to evaluation resources through	4	3	2	1

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Web sites and professional organizations, relevant training)				
Our organization allows adequate time and opportunities to collaborate on evaluation activities, including, when possible, being physically together in an environment free from interruptions	4	3	2	1
Our organization provides financial support (beyond what is allocated for evaluation through specific grants) to integrate evaluation into program activities	4	3	2	1
Our organization has a budget line item to ensure ongoing evaluation activities	4	3	2	1
Our organization has existing evaluation data collection tools and practices that we can apply/ adapt to subsequent evaluations.	4	3	2	1
Our organization has integral evaluation processes purposefully into ongoing organizational practices	4	3	2	1
TOTAL				
Sectional Score				
Using Data to Inform Ongoing Work				
Our organization modifies its courses of action based on evaluation findings(e.g., changes to specific programs or organizational –wide changes)	4	3	2	1
Evaluation findings are integrated into decision making when deciding what policy options and strategies to pursue.	4	3	2	1
Managers look to evaluation as one important input to help them to improve staff performance and manage results	4	3	2	1
TOTAL				

Scoring:

1. Write your total score for each section in the appropriate row.
2. Divide by the number of questions in each section to come up with your sectional score.
3. Add your sectional score and divide by 16 to get your overall score.
4. Round your score to the nearest hundredth (i.e., two decimal points).

Section	Score ÷ Numbers of Questions =	Sectional Score
Organizational Context		
Organizational Culture & Practice Around Evaluation	÷ 5 =	
Organizational Commitment & Support for Evaluation	÷ 8 =	
Using Data to Inform Ongoing Work	÷ 3 =	
OVERALL SCORE	÷ 16 =	