

# Implement, Evaluate, and Improve Checklist



## How do we know if it's working?

This will largely depend on what it being evaluated. Do you want to evaluate the planning and engagement process? Or are you evaluating progress made on implementing a specific intervention? The first step is getting clear about what you are evaluating and seeking to improve, based on where you are in the process.

## During your planning process

- Consider surveying your steering group members, partners and advisors throughout the process. Take a look at our [Evaluation Findings for Oregon Public Health Division's Climate Change Work Group](#) for examples of questions you might ask.
- If you are hosting any meetings or events, make sure that you ask all attendees to sign-in with their contact information. Directly after the event, ask them to fill out a quick feedback form - or e-mail an online survey to participants. As an example, here are [Evaluation Findings from the Resilience Speaker Series](#) we hosted in 2015 at the Portland State Office Building.
- Depending on what kind of other stakeholder engagement you do, there may be an opportunity to gather additional feedback from community partners and the general public. As an example, here are [Evaluation Findings from Oregon's 2014 Climate and Health Story Project](#).
- Consider using some of these [Example Evaluation Questions](#) to evaluate your general climate and health planning efforts.

## After your plan is completed

- Evaluation findings can help build capacity and communicate success stories to future partners and funders. Don't miss the opportunity to survey or interview your partners to identify unexpected benefits that came out of the planning process itself. If you are able to develop an evaluation plan to evaluate the planning project, consider using [CDC's Evaluation Question Checklist](#) to ensure that you are asking the best questions.
- Continue to meet with partners after your plan has been completed. Create continuity and a structure that ensures partners are checking-in on implementation of the strategies (perhaps on a semi-annual or annual basis). Make sure that every strategy has a lead implementer and at least one metric/indicator for measuring progress.
- Continue to explore ways to integrate strategies or even imbed your plan within other planning efforts that have a more formalized update process (due to a mandate or other established timelines).