Step 2: Estimate Evaluation Resources

Evaluation Resources Budget

Some questions to consider regarding evaluation resources:

* What resources/funds do you have at your disposal?
* What expenses should you anticipate?
* What human resources do you have access to?

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| --- | --- | --- |
| **Expense Item** | **Estimate** | **Actual** |
| Paper evaluation – printing | $ | $ |
| Telephone for interviews, group discussion | $ | $ |
| Venue rental – for focus group discussion, report presentation | $ | $ |
| Refreshments, breaks | $ | $ |
| Technical equipment | $ | $ |
| Admin costs for inputting | $ | $ |
| Travel and/or parking costs (staff/participants) | $ | $ |
| Accommodation costs (staff/participants) | $ | $ |
| Data analysis – human resources | $ | $ |
| Report writing, editing | $ | $ |
| Backfill expenses | $ | $ |
| Other | $ | $ |
| **TOTAL:** |  |  |