

# Evaluation Checklist Template

## What

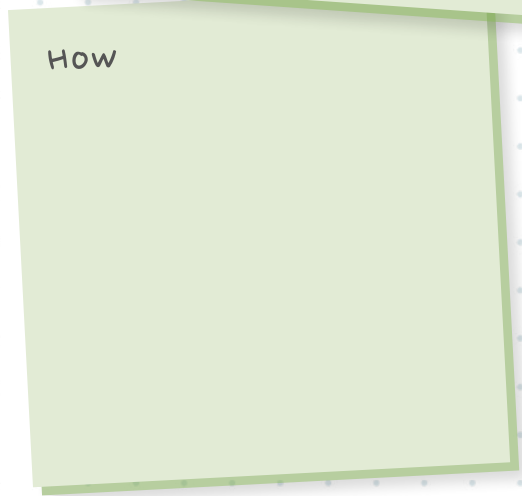
A checklist to reflect on your consultation.

## Why

To move forward, it is helpful to learn about what went well and what didn't go well in your consultation. There is always an opportunity to improve or reframe ahead of next time!

## How

Use this checklist as probing questions to discuss with your research team and participants.



We are here to help! [Reach out if you have any challenges or questions.](#)



# Evaluation Checklist Template

**Project name**

**Date**

## Evaluate the big picture

- How might the findings advance knowledge?
- How might the findings and implications be framed as newsworthy? How can the insights be amplified?
- How might the findings be used to inform the wider feminist movement or other movements?
- How might this Methodology be used again in the future?
- Are there other people who could benefit from the insights the research team uncovered? Who might they be and how might you engage them?
- How might the findings be shared more broadly?

## Evaluate the experience of your participants

- Did they feel included and valued at all stages?
- Did they feel uncomfortable or disengaged at any stage?
- Did they think the research methods chosen were the right ones?
- What changes would they recommend in future?
- Did they need additional support or help that they didn't get?
- Did they understand the value of their input and how the findings will be used?

## Evaluate your findings

- Have you summarised the findings?
- Are the findings clear and concise? Easy to understand?
- How do the findings reflect the original objectives of the research?
- How have you shared the findings with participants?
- How do the findings resonate with participants?
- Are participants requesting any modifications? If so, to what data?
- What is your plan for sharing the findings in a digestible format (internally with your organisation, with the community, etc.)?
- What innovative ways do you plan to use the findings beyond the scope? For example, obtaining participant permission to share their quotes and images on social media, newsletters, and websites, or creating videos or podcasts.
- What is your plan for ensuring the findings are key to your organisation's goals? For example, how might they be embedded as learnings for planning and goal setting.
- What are some of the research team's learnings? What worked well? Anything the team found particularly challenging? What would the team do differently next time?