

SEED Method – Evaluation Module

MODULE INSTRUCTIONS: This Evaluation Module is included in the SEED Method Toolkit for users who want to assess project processes or outcomes.

The Evaluation Module includes the following tools and instruments. We recommend modifying these to fit the specifics of your project:

- Group Readiness questionnaire
- Group Dynamics questionnaires
- Personal Information questionnaire
- Training Satisfaction questionnaires
- Stakeholder Matrix document
- Stakeholder Matrix questionnaires
- Topic group facilitated activity Observation logs
- Topic group facilitated activity Activity logs
- Topic group facilitated activity satisfaction questionnaire
- After Action Review guide
- End of project interview guide
- Research Agenda Evaluation questionnaire
- Conference Evaluation questionnaire
- Meetings notes template

The Evaluation Module also includes an **Evaluation Matrix** which outlines the timing and administration of each evaluation activity and tool.

In order to maintain participant confidentiality, we recommend using the **SEED Study ID document** to have participants assign themselves a project ID number which they use on all evaluation questionnaires throughout the project. A record linking Study ID numbers and participants' names should be kept in a secured location by the project coordinator or another project staff member. (With focus group and key informant interview participants (SCAN), SEED Study ID numbers can be assigned by project coordinator, as only one questionnaire is administered to this group of participants.)