



AN AUSTRALIAN  
GOVERNMENT  
INITIATIVE

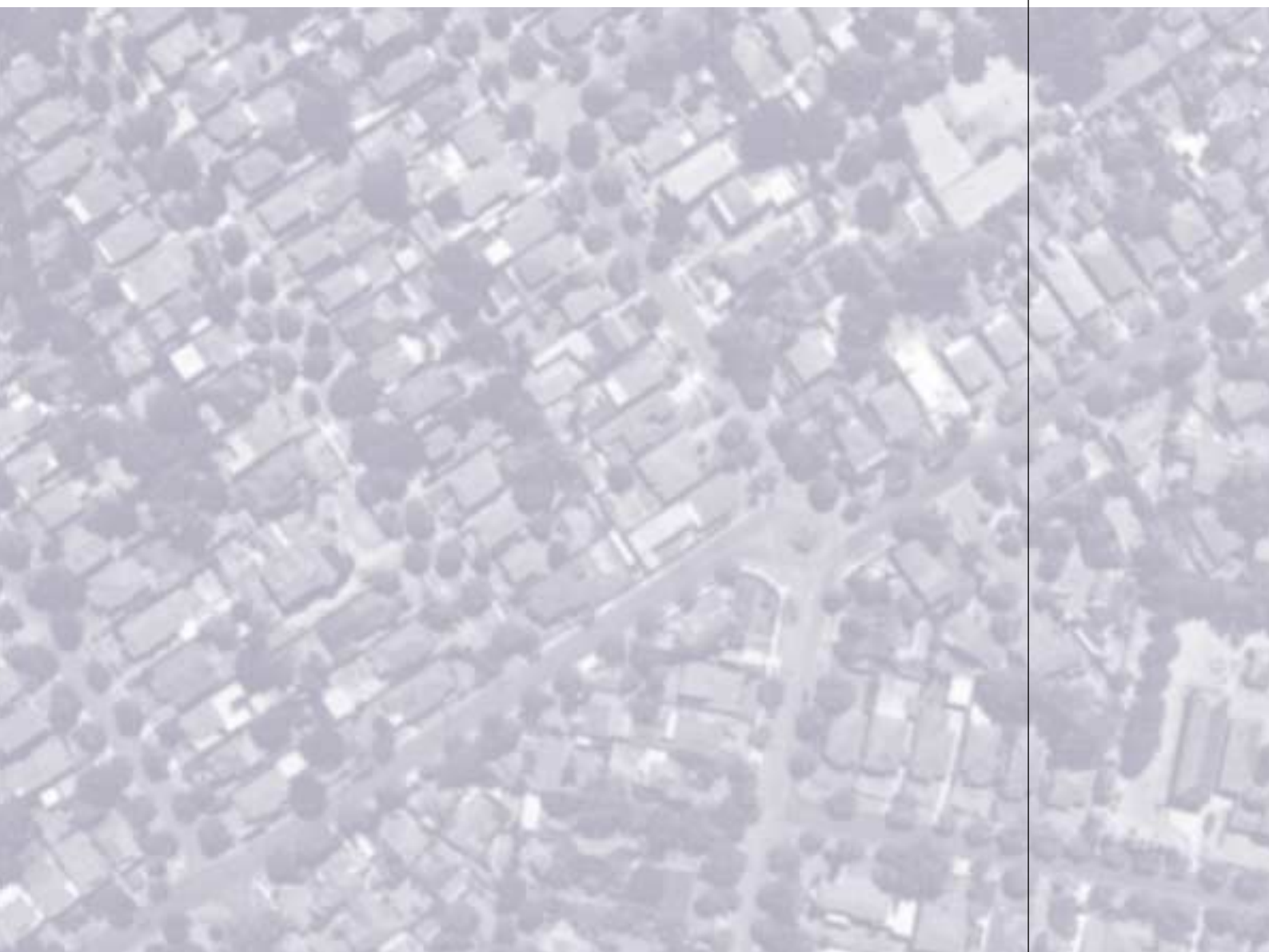
**GUIDELINES FOR**

# EVALUATING

**COMMUNITY  
CRIME PREVENTION  
PROJECTS**



# PLANNING SHEETS









**The name of each stakeholder/interested party, the person who represents this group, and their involvement in the project.**

*make several copies of this page if necessary*

**stakeholder/interested party**

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**representative**

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**involvement**

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**stakeholder/interested party**

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**representative**

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**involvement**

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**stakeholder/interested party**

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**representative**

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**involvement**

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# PLANNING SHEET 2B

## INFORMATION FROM STAKEHOLDERS

Use this planning sheet to tell the Evaluator:

- > what information you need or want from an evaluation of the project
- > what questions you have about the project that you want answered
- > how you will use this information
- > how the project can deliver this information to you in ways that will make it easy for your group to make decisions and act.

*If there is not enough space on this sheet for all your answers, please attach more paper.*

**What information about the project does your group *need* or *must have*?**

*Please list in order of priority for your group*

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**What other information does your group *want*, if it can be gathered?**

*Please list in order of priority for your group*

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**What questions about the project does your group want answered?**

*Please list in order of priority for your group*

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**How will your group use the information you are asking for?**

For instance, you might want to:

- > find better ways of providing services
- > decide if you should increase or reduce your involvement in the project
- > decide whether there are parts of the project that should be stopped
- > change the way that activities are being done or services are being provided
- > understand what is working well, so you can do more of these activities
- > adjust budgets
- > plan for the next 12 months.

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**What are the best ways the project could supply the information you need and the Evaluator's findings and recommendations, once the evaluation is complete?**

For instance:

- > a written report
- > a briefing by the Evaluator to your senior staff
- > a briefing to all people in your group by the Evaluator
- > a video or slide show
- > posters
- > overhead slides, so you can make presentations yourself within your group.

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**How each group will use the information they are asking for.**

*make more copies of this page if necessary.*

**stakeholder(s)**

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**how they will use the information**

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**stakeholder(s)**

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**how they will use the information**

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**stakeholder(s)**

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**how they will use the information**

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**stakeholder(s)**

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**how they will use the information**

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# PLANNING SHEET 3

## SCOPING THE PROJECT

This planning sheet summarises the project for the Evaluator, so they can know:

- > the problems the project was set up to solve
- > what the project does to prevent or reduce crimes or problems
- > how the project expects its activities will have an effect.

Summarise:

- > the crimes or problems the project was set up to prevent or reduce
- > the people likely to commit these crimes, if known
- > the people affected by the crime or the problem
- > the crime rates, if known.

See steps 2–8 of Stage 3 for information on what should appear here.

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**The outcomes the project aims to achieve, including target figures, if relevant.**

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# PLANNING SHEET 4A

## PLANNING FOR ACTION

This planning sheet summarises the activities that need to happen so stakeholders can act on the Evaluator's findings and recommendations.

See steps 1–11 of Stage 4 to complete this sheet.

### Stakeholder

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### Information this stakeholder needs and wants from the evaluation.

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### The best ways for providing the information and the Evaluator's findings and recommendations.

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### Action this stakeholder wants to take using this information.

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# PLANNING SHEET 5B

## CONSTRAINTS ON THE EVALUATION

This planning sheet lists the constraints on evaluating the project.

See steps 3–5 of Stage 5 to complete this planning sheet.

**Ways information must be gathered that may affect the evaluation.**

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**Ethical issues the Evaluator must consider when planning and conducting the evaluation.**

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**Budget for the evaluation.**

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# PLANNING SHEET 5C

## UPDATES FROM THE EVALUATOR

This planning sheet lists:

- > all of the reports, updates, briefings and presentations the Evaluator will make during and at the end of the evaluation
- > the date each update and report is to be presented
- > what is to be covered in each
- > who will use the information
- > how they will use the information
- > the format of the information.

See steps 6–7 of Stage 5 to complete this planning sheet.

*make more copies of this page if necessary*

TYPE OF UPDATE	CONTENT	FORMAT	AUDIENCE	PURPOSE	DATE









# PLANNING SHEET 6

## ISSUES IN THE EVALUATION

Use this planning sheet to summarise meetings and discussions between the Evaluator and the project, including:

- > decisions made and the reasons for them
- > disputes or problems and how they were resolved
- > key findings presented by the Evaluator and consequences for the project.

*attach more paper to this planning sheet if necessary*

**Date of meeting or discussion.**

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**People involved.**

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**Summary of issues and action to be taken.**

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