

**EXAMPLE OF A COMPLETED
INTERNAL EVALUATION CAPACITY DEVELOPMENT PLAN
FOR INJURY PREVENTION ORGANIZATIONS**

ORGANIZATION NAME: _____ DATE: _____

ORGANIZATIONAL CAPACITY DEVELOPMENT TASK	PERSON(S) RESPONSIBLE	TIME FRAMES	PROCESS NOTES
1) Perform an inventory of existing internal evaluation resources	Manager or senior staff member selected by the Executive Director	Within one week	
2) Identify gaps in required internal evaluation skills	Same person as #1	Within two weeks	
3) Create and staff the (part-time) position of Evaluation Coordinator	Executive Director & Human Resources Manager	As soon as possible	
4) Communicate this organizational development to all managers and staff	Executive Director & Board of Directors	When the Evaluation Coordinator position is created	
5) Identify line and support staff members with potential for professional development as members of the organization's internal Evaluation Team	Executive Director, Program Managers & Evaluation Coordinator	Immediately following the hiring of the Evaluation Coordinator	
6) Designate selected staff members as part-time members of the Evaluation Team	Executive Director in consultation with the Evaluation Coordinator	Within one month of hiring of the Evaluation Coordinator	
7) Communicate this organizational development to all managers and staff	Executive Director & Board of Directors	When the members of the Internal Evaluation Team are designated	

8) Arrange professional development in evaluation skills for the Evaluation Coordinator and the members of the Evaluation Team	Executive Director, HR Manager & Evaluation Coordinator	As soon as possible after the positions are staffed	
9) Implement a new organizational policy that all existing and new programs and projects are required to have a logic model	Executive Director & Board	Within three months of the hiring of the Evaluation Coordinator	
10) Assign the task of developing program logic models for all existing programs to the Evaluation Coordinator & Team	Facilitation to be performed by the Evaluation Coordinator and Evaluation Team members with groups of program managers, line staff and support staff	Immediately following the implementation of the new organizational policy on PLM development	
11) Assign the task of developing program logic models for all new programs and projects to the Evaluation Coordinator & Team	Executive Director	When the Evaluation Coordinator and Team complete the task of developing PLMs for all existing programs	
12) Implement a new organizational policy that all existing and new programs and projects are required to perform evaluations when Managers need information on program performance	Executive Director & Board	Within one year	
13) Assign an initial internal evaluation project to Evaluation Coordinator & Team	Program Coordinator with support of the Executive Director	As soon as possible following the implementation of the new organizational policy on internal evaluation requirements	

<p>14) Develop and implement an “Annual Plan for Professional Development of the Evaluation Coordinator and Team Members”</p>	<p>Evaluation Coordinator with the assistance of the HR Manager</p>	<p>At end of first fiscal year</p>	
<p>15) Annually assess and report to the Board on the developmental level of organization’s capacity for internal evaluation using the “Inventory of Existing Internal Evaluation Resources” (with all gaps in needed evaluation skills highlighted) & Current State of IE Capacity Development</p>	<p>Executive Director & Evaluation Coordinator</p>	<p>At end of each fiscal year</p>	
<p>16) Develop and implement a new “Staff Development Plan” that involves bringing basic training in evaluation to all program managers and staff</p>	<p>Executive Director, Human Resource Manager & Evaluation Coordinator</p>	<p>Within two years</p>	
<p>16) Make evaluation an integrated part of the everyday business of program and project planning, development and ongoing program management</p>	<p>All staff of the organization</p>	<p>Within three years</p>	