

Immunization Program Evaluation

Suggested Timeline for Evaluation Activities 2007 to August 2008

Please consult the “Guide to Immunization Program Evaluation for Grantees”¹ for guidance related to the activities listed below.

ACTIVITIES

ACTIVITIES	SAMPLE TIMELINE
Increase knowledge and familiarity with program evaluation; review Tom Chapel’s webinars, Betty Apt’s presentation and evaluation resources on CDC and external websites	Ongoing
As needed, consult with CDC evaluation workgroup for assistance with any evaluation-related activities; participate in CDC evaluation training activities and grantee group calls	Ongoing
Each grantee should begin to assemble an evaluation team	Nov 2007
Evaluation team should choose the program component they will evaluate (e.g. AFIX, VFC, immunization information system, perinatal hepatitis B, Adolescent immunization; see Chapter 1 of the “Guide”¹)	Nov-Dec 2007
Evaluation team should conduct other preliminary planning activities (see Chapter 1 of the “Guide” ¹): <ul style="list-style-type: none"> a. Assess the team’s evaluation capacity b. Draft a timeline for evaluation activities c. Identify relevant stakeholders d. Conduct a stakeholder assessment 	Nov 2007-Jan 2008
Evaluation team should engage relevant stakeholders to begin developing an evaluation plan	Jan-Mar 2008
Evaluation team should collaborate with stakeholders to develop an evaluation plan (see Chapter 2 of the “Guide”¹ and consult the “Program Evaluation Plan Template”¹ for what items should be included in the plan)	Apr-July 2008
Submit evaluation plan with the 2009 grant application	Aug 2008

¹Available at the Immunization Program Evaluation Website
<http://www.cdc.gov/vaccines/programs/progeval/>