THE MISSION EVALUATION OFFICER'S RESPONSIBILITIES AT EACH PHASE OF PROJECT EVALUATION

START

Phases	Mission Evaluation Officer's Responsibilities	
1. Planning the Mission Evaluation Program	1) Define Mission Needs 2) Top Management Support 3) Schedule Evaluations 4) Mission policy on involvement of outsiders	5) Coordinate with other evaluation activities 6) Arrange training 7) Arrange clerical support
2. Inputs to Evaluation of a Project	1) Assign responsibility for data collection and analysis. (Project Manager) 2) Provide Workbook and Advisories to Project Manager 3) Assemble planning documentation and verify prior expectations defined.	4) Training in evaluation techniques 5) Help with remedial planning 6) Help identify evidence needed on actual progress
3. Preparation for Evaluation Review	1) Support Project Manager in * data collection * analysis * deciding on depth and rigor of analysis	2) Coordinate dialogue among interested parties 3) Decide what material will be circulated to evaluation reviewers
4. The Mission Evaluation Review	1) Schedule the Evaluation Review 2) Select participants 3) Deliver summary to reviewers before review	4) Manage the review session 5) Record decisions and recommendations
5. Outputs from the Evaluation	1) Follow-up on decisions of Evaluation Review: * project changed as necessary * additional evidence needed * tie evaluation to replanning related documentation changes * response to AID/W inquires 2) Report to Mission Director -- Important issues highlighted	3) PAR Report on project evaluation * substance (describes Mission judgment) * procedure (follows instructions) * clerical support * expediting clearances 4) Analysis of Evaluation for Annual EO Report

TO REPLANNING