

**5/ Develop & implement measurement tools**

**Process, Roles & Responsibilities**

**Overview:** The **Process, Roles & Responsibilities** template is designed to help you decide and document how and when data collection will be conducted – and who is responsible for managing the process at each stage.

Some funding programmes and projects do not spend enough time planning out the logistics of their data collection and analysis processes.

While it may seem a laborious task, it is a really critical step that will ensure your data collection runs smoothly. It may also help you identify potential challenges – such as a lack of resources or timing conflicts – that are better dealt with as early as possible so they do not affect the quality of your data collection.

Don't underestimate the time it can take to enter, collate and analyse your data. Interviews, for example, may need to be transcribed, which can take a lot of time. Thinking ahead about who will do these activities and when can help to raise issues allowing you to make any necessary changes to how you collate and analyse data so they don't become big problems later on.

PROCESS STEPS	DEVELOP DATA COLLECTION TOOLS	COLLECT M&E DATA	COLLATE / ENTER M&E DATA	ANALYSE & REPORT M&E DATA
<b>Participant registration survey (online)</b>	<i>Who:</i> CFE (independent evaluation supplier) to develop online registration survey and provide links to projects <i>When:</i> Prior to Round 1 of CSAF funding awards	<i>Who:</i> Projects co-ordinate sending e-mails to participants with survey links <i>When:</i> Within one month of a participant signing up for an activity	<i>Who:</i> Online registration survey results automatically sent to CFE. Paper-based surveys: project must enter data and send results electronically to CFE <i>When:</i> N/A	<i>Who:</i> CFE to analyse results and report periodically to Sport England <i>When:</i> Quarterly
<b>Activity participation &amp; throughput tracking</b>	<i>Who:</i> Projects to develop their own tools to record session participation <i>When:</i> Prior to running activity sessions	<i>Who:</i> Projects to co-ordinate <i>When:</i> Throughout project	<i>Who:</i> Projects to co-ordinate <i>When:</i> Summary of participation & throughput required every 6 months	<i>Who:</i> Projects to report via GMS <i>When:</i> Every 6 months
<b>Annual participant survey (online)</b>	<i>Who:</i> CFE to develop online survey and provide links to projects <i>When:</i> N/A	<i>Who:</i> Projects to send e-mails to participants with survey links <i>When:</i> Annually	<i>Who:</i> Completed online survey results automatically sent to CFE. <i>When:</i> N/A	<i>Who:</i> CFE to analyse results and report periodically to Sport England <i>When:</i> Annually
<b>Project lead surveys (online)</b>	<i>Who:</i> CFE to develop online survey <i>When:</i> 3-4 months after award of funding	<i>Who:</i> CFE responsible for sending out e-mail links <i>When:</i> Initial collection (3-4 months after award) + annual follow up	<i>Who:</i> Completed online survey results automatically sent to CFE <i>When:</i> N/A	<i>Who:</i> CFE to analyse results and report results in final evaluation report <i>When:</i> Final report due after 3 rounds of funding
<b>In-depth participant interviews (case studies)</b>	<i>Who:</i> CFE to develop interview guide and arrange interviews <i>When:</i> Prior to Round 1 of CSAF funding awards	<i>Who:</i> CFE to conduct telephone interviews <i>When:</i> Ongoing – interviews to be conducted for rounds 1, 2 and 3	<i>Who:</i> CFE to complete transcriptions of interviews <i>When:</i> For final evaluation report	<i>Who:</i> CFE to analyse interviews and report results in final evaluation report <i>When:</i> Final report due after 3 rounds of funding

**PROJECT SUMMARY**

- 1) Define intervention purpose & rationale**
  - Rationale:** There is un-tapped potential in local delivery networks for tailored sport development interventions to improve physical activity levels
  - Purpose:** To drive sustainable increases in rates of sport participation amongst 14+ population
  - Approach:** Funding recipients will have flexibility to develop projects that target local needs
- 2) Identify measurement & evaluation priorities**
  - M&E audience:** Local providers, Sport England
  - Key outcomes:** Increase in regular sport participation; reduction in inactivity; improved mental and physical wellbeing of participants;
  - Learning priorities:** To evaluate the viability and effectiveness of increasing participation through local partnership working
- 3) Decide level of measurement & evaluation**
  - Level of measurement:** Level 2
  - Independent supplier required?:** Yes (CFE)
  - Resource requirements:** Sport England will pay for an impact evaluation for the funding stream
- 4) Select data collection methods and tools**
  - Data collection methods:** Online surveys, interviews and case studies.
  - Data collection tools:** Participant registration forms, attendance registers, baseline/endline online survey, interview guide
- 5) Develop and implement measurement tools**

<i>Process</i>	<i>Accountability</i>
Develop tools	Sport England & CFE
Collect data	Funding recipients & CFE
Collate data	Sport England & CFE
Analyse & report	Funding recipients & CFE
- 6) Reflect on learning to improve delivery**