Knowledge ADVISORY GROUP

PROGRAM EVALUATION COST CALCULATOR

Cost Factors	Low	Medium	High
Annual Number of Clients Served	☐ Less than 100	☐ 100 to 250	☐ More than 250
Stability of Program Services	☐ In development or significant changes expected	☐ Consistent for >1 year, changes are being considered	☐ Consistent for >1 year, no changes expected
Client Outcomes	☐ Not clearly identified	☐ Clearly identified	☐ Clearly identified and defined
Program Utilization	☐ At less than 50% of service capacity	☐ About 75% of service capacity	☐ About 90% or more of service capacity
Duration of Services Provided	☐ <6 months	☐ 6 months to 1 year	☐ >1 year or ongoing
Number of Primary Services Offered	☐ 1 to 2	☐ 3 to 4	☐ More than 4
Number of Client Interactions	☐ Few program interactions with individual clients	☐ Multiple program interactions, but most clients participate only once	☐ Multiple program interactions per client and they may enter and exit many times
Availability of Data	☐ Data collection is non-existent or in early stages of development	☐ Some data are readily available	☐ All or most key data are readily available
Reporting Needs	☐ Process evaluation report	☐ Process evaluation report with some outcome information	☐ A full process and outcome evaluation report
Type of Data Collected	☐ Mostly quantitative	☐ Mix of quantitative and qualitative	☐ Mostly qualitative
	_____ # of boxes checked x 1 = _____ Low Column Total	_____ # of boxes checked x 2 = _____ Med Column Total	_____ # of boxes checked x 3 = _____ High Column Total

Estimate your cost in 5 minutes!

1. Use the chart on the left to determine if your program ranks low, medium, or high for each cost factor and check the corresponding box in each row.
2. For each column, count the number of boxes checked and calculate the column total.
3. Sum the three column totals to determine your score and find your estimated cost in the table below!

Program Score	Estimated Cost of Program Evaluation (as a percent of program costs)
10	**5%**
11-14	**7%**
15-18	**10%**
19-22	**15%**
23-26	**17%**
27-30	**20%**

SUM OF ALL 3 COLUMNS:

Still have questions about your cost estimate or another aspect of program evaluation? Request a free 30-minute consultation with the experts at Knowledge Advisory Group, today.