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Step 5.1: Evaluation of the activation process

Process evaluations help you to understand whether the activation and implementation of early actions went as intended, to identify successes, challenges, and bottlenecks, and to improve processes in the future. This will include looking at communications, coordination, financial flows, logistics, and community engagement and accountability. Data collection methods and tools for process evaluation include the following:

a) Real-time monitoring

One way to track what happens during an activation or implementation of early actions is to keep a log of what happens so that you can accurately reconstruct events later, when memories may have faded. Information gathered during real-time monitoring can be combined with other sources of data (e.g. interviews, focus groups, workshop reconstructions), all of which can help to interpret or explain the results of any outcome or impact evaluations. Real-time monitoring templates can be found in the [toolbox](#).

b) Reconstructing events after the activation

You can also reconstruct events after the activation or implementation of early actions by speaking to key stakeholders. Key informant interviews, focus groups discussions, or [participatory workshops](#) can be used to reconstruct the timeline and gather feedback on what went well, what did not, and how to improve in the future. The results of these activities should always be cross-checked with the results from real-time monitoring, where available. Example guides for process evaluation key informant interviews and focus group discussion can be found in the [toolbox](#).