

This Evidence from Elsewhere infographic summarises key steps and advice for gathering, analysing and using other people's evidence.



REMEMBER
This is not a linear process and you may need to revisit some steps

Plan



- Identify why you want to gather evidence
- Set the questions and identify search keywords
- Identify the audience for your evidence
- Find out where you will look for evidence
- Consider the skills within your organisation and work with others
- Develop a realistic plan

Analyse



Capture all relevant evidence

Gather your evidence from different sources

Develop a flexible recording mechanism

Gather



Identify key words and themes to help answer your questions

Rate the quality of your evidence

Determine how much support the evidence has

Actively challenge your bias

Adopt a collaborative approach to analysis



Match your output(s) to your audience(s)



Use

This infographic is part of the guide, *Evidence from Elsewhere: Gathering, analysing and using other people's evidence*, which is available for download from www.evaluationsupportscotland.org.uk/resources