

EVALUATION REPORT CHECKLIST WORKSHEET



Instructions

Use this checklist to ensure you have addressed all necessary sections when writing evaluation reports.

- Program Implementation
 - Description of program/intervention
 - Groups served and intended to serve
- Evaluation Design & Methods
 - Evaluation questions
 - Process questions
 - Outcome questions
 - Methodology
 - Recruitment
 - Evaluation design
 - Logic model or conceptual model
 - Outcomes
 - Indicators
 - Data sources
 - Timing/frequency
 - Data Analysis
- Evaluation Results
 - Process evaluation
 - Services or programming each participant received
 - Outcome evaluation
 - Description of results for each outcome
 - Risk or protective factors being addressed
 - Specific population(s)
 - Visual(s) of key findings
 - Participant impact story