

DATA COLLECTION WORKSHEET



Keep your evaluation feasible and useful by using the Data Collection Worksheet. This worksheet should be completed before you collect evaluation data for any of your strategies or programs. It walks you through the steps that you will need to take before you can use the information you collect, and will help you plan for the resources you will need to fully utilize your evaluation information. Most importantly, the worksheet will help you clarify how you will use the information you collect, which is the most important factor for ensuring that you use your data collection resources wisely.

Instructions

Complete this worksheet before you collect evaluation data for any of your strategies or programs. Answer each question as specifically as you can. You may need to consult with members of your team in order to answer all questions.

WHAT IS BEING COLLECTED:

WHO IS COLLECTING THE DATA:

WHO IS ENTERING THE DATA ONLINE OR INTO EXCEL:

WHO IS SUMMARIZING THE FINDINGS:

WHEN AND WHO WILL BE DISCUSSING THE FINDINGS:

WHAT WILL BE THE FINAL PRODUCT (SUCH AS A SNAPSHOT, ONE-PAGER, PRESS RELEASE, FLYER, SHORT REPORT SUMMARY, ETC):