

EVALUATION PLAN OUTLINE WORKSHEET



I. Introduction

- A. Overview of the program: Provide a high-level overview of your initiative. Include the program(s) you are implementing.
- B. Program partners: List all partners organizations or individuals who are involved in implementation and/or evaluation.
- C. Understanding this document: Describe the purpose of this document and what readers can expect to find.

II. Program Components

- A. Goals and outcomes: List all goals and associated outcomes for your programming.
- B. Logic model(s): If you created a logic model, insert it here.
- C. Strategies and activities: Describe the strategies and activities you are implementing to achieve project goals and outcomes.
- D. Budget and staffing: Describe who will be collecting data, entering data, analyzing data, writing reports, sharing findings, etc. How much will the evaluation cost? Where will funds come from? How will evaluation activities be incorporated into the work of current staff?

III. Methods

- A. Data collection: Provide a brief description of your data collection efforts. Inform readers that both process and outcome evaluation activities will be used to track the implementation of strategies and outcomes for the programming plan.
- B. Data analysis: Describe who will analyze data, when they will analyze it, how they will analyze it, and for what purpose. Explain how your approach to data analysis is suited to the methods and measures you have chosen.
- C. Outcomes and measures: For each outcome, identify the measure or indicator (include question number, specific wording) and data collection tool you will use.

IV. Use of Findings

- A. Sharing data: Briefly explain your approach to data sharing, including how you will share data with program participants, community stakeholders, funders, and implementers. If you plan to present your findings at conferences or in journals, explain that here.
- B. Process for interpreting and communicating collected data: Propose steps that will constitute the process for interpreting data and communicating results, including how often findings will be shared, in what format they will be shared, and by and with whom they will be shared.

V. Appendices: Available Upon Request

- A. Data collection tools: List the titles of tools here.
- B. Memos, findings summaries, and foundational documents: List the titles of these documents here.