

DATA ANALYSIS PLANNING TOOL WORKSHEET



Use this worksheet to create a data collection and analysis timeline and work plan.

Instructions

Select three outcomes for your program. It is best if you use existing outcomes from a grant or program evaluation plan. For each outcome, answer the data analysis questions in the left-hand column.

Outcome 1:

What measures will you use to collect data on this outcome?

When will you administer these measures? Who will administer them?
With whom will you administer them?

When will the data be entered? Who will enter it?

When will the data be analyzed? Who will analyze it?

When will the findings be shared? With whom will you share them?

Outcome 2:

What measures will you use to collect data on this outcome?

When will you administer these measures? Who will administer them?
With whom will you administer them?

When will the data be entered? Who will enter it?

When will the data be analyzed? Who will analyze it?

When will the findings be shared? With whom will you share them?

Outcome 3:

What measures will you use to collect data on this outcome?

When will you administer these measures? Who will administer them?
With whom will you administer them?

When will the data be entered? Who will enter it?

When will the data be analyzed? Who will analyze it?

When will the findings be shared? With whom will you share them?