TEMPLATE FOR WRITING EFFECTIVE EVALUATION PLANS

INSTRUCTIONS

This editable template is an accompanying document to our Quick Reference and Guidelines document. Simply fill in each of the boxes with complete information about the requested field.

SECTION 1. OVERVIEW & PROGRAM OBJECTIVES

Program Title:

Program Date(s):

Team Members' Names:

    Program Organizers:

    Evaluation Team:

    Other Subject Matter Experts:

Program Objectives

What specifically do you want participants to learn or gain from your program? Note: Add or remove table rows as needed.

1.
2.
3.
4.
5.

Logic Model (Optional)

Identify the inputs, outputs, outcomes, and impact for the program you are evaluating.

Inputs	Outputs	Outcomes	Impact

SECTION 2. PURPOSE OF EVALUATION

Evaluation Goals

- *What are you hoping to learn from the evaluation?*
- *What questions does the evaluation need to answer for decision-making?*

Audiences

- *Who will receive the evaluation data you collect (the findings)?*
- *How will the findings be used for decision-making?*

SECTION 3. TIMELINE & WORK PLAN

- *What is the timeline for your program & evaluation work? Examples tasks/deliverables include: Program activities; Survey development; Survey open/close; Interview; Data cleaning; Report draft; Review findings with key audiences; and Submit report to funder.*
- *Who is responsible for each task or "deliverable"?*

Task	Team Member Responsible for Task	Start Date	Due Date

Note: Add or remove table rows as needed.

SECTION 4. EVALUATION QUESTIONS
- *What questions are you asking program participants?*
- *How are these questions directly tied to the program objectives?*

Questions	Associated with which Program Objective

Note: Add or remove table rows as needed.

SECTION 5. DATA COLLECTION APPROACHES
- *How will you collect data from program participants?*
- *How many times will you engage program participants in the evaluation process?*

SECTION 6. DATA ANALYSIS PLAN
- *How will you analyze & present the data you collected in a manner that is clear, achievable, and actionable?*

SECTION 7. DISSEMINATION PLAN

- *How will findings from your evaluation be shared with key actors and used for programmatic & strategic decision-making?*

Audiences	Report Type (e.g., full report, executive summary, infographic)	Method for Sharing Report with Audience (e.g., email, presentation)	Due Date for Sharing Report with Audience

Note: Add or remove table rows as needed.

(Optional) Additional information about the Dissemination Plan: