# [Insert Program Name] – Evaluation Report

**Prepared by:** [Evaluator/Team Name]

**Date:** [MM/DD/YYYY]

## 1. Executive Summary

Briefly summarize the purpose of the evaluation, key findings, and major recommendations.

## 2. Introduction

* Background of the program
* Evaluation purpose and scope

## 3. Methodology

* Data collection methods (e.g., surveys, interviews, observation)
* Participant demographics
* Tools used for analysis

## 4. Findings

### 4.1 Quantitative Data

* Summarize Likert survey results, charts, or metrics.

### 4.2 Qualitative Data

* Thematic analysis of interviews, open-ended responses, or observation notes.

## 5. Conclusions and Recommendations

* Interpret findings, list actionable recommendations, and suggest next steps.

## 6. Appendices

* Survey instruments
* Full data tables
* Raw notes or transcripts (if appropriate)