

Evaluation plan

Program name: _____

Department(s): _____

Evaluation lead(s): _____

Brief program description (1-2 sentences): _____

Program participants/Target audience(s): _____

Program intensity: _____

External evaluation requirements: _____

Key evaluation stakeholders: _____

Reporting period: _____

Evaluation stage(s)

CHECK ALL THAT APPLY:

- Front-end evaluation
- Prototyping
- Process evaluation
- Remedial evaluation
- Summative evaluation
- Other: _____

Primary data collection method(s)

CHECK ALL THAT APPLY:

- Administrative records
- Document review
- Observation
- Focus groups
- Interviews
- Surveys

Sampling strategy:

- Entire population (no sampling)
- Continuous random sampling
- Other: _____

MEASURING OTHER OUTCOMES

OUTPUT (from logic model)	SOURCE	MEASURE	ANALYSIS METHOD	TARGET	RESULT (to be completed after gathering data)
Insert an example or two					

TIMELINE

TASK	TASK LEAD	TIMELINE
Choose/design data collection tool		
Collect data		
Analyze data		
Use evaluation results		