

# Evaluation Plan Worksheet

## 1. FOCUS

What will we evaluate (which program or aspect of a program)?

2. QUESTIONS What do you want to know?	3. INDICATORS–EVIDENCE How will we know it?	4. TIMING When should we collect data?	5. DATA COLLECTION			
			SOURCES Who will have this information	METHODS How will we gather the information?	SAMPLE Who will we question?	INSTRUMENTS What tools shall we use?
1.	1. a b c					
2.	2. a b c					
3.	3. a b c					
4.	4. a b c					
5.	5. a b c					

6. How will the data be analyzed?	7. How will the data be interpreted?	8. How will the results be communicated?	
		To Whom	When? Where? How?