

Evaluation Plan

Program name:

Communication objectives:

Intended audiences:

Identify each type of evaluation to be conducted (formative, process, and outcome):

For each type of evaluation, include:

Evaluation questions to be answered:

Data collection methods (e.g., telephone surveys, participant evaluation forms in the classroom):

Analysis plan (what you are going to do with the data gathered to answer the questions posed):

Evaluation products and use of evaluation data (e.g., final report to recommend program revisions, conference presentation to share lessons learned with others):

Also include how you are going to get the evaluation done (tasks, time schedule, resource requirements, persons responsible):
