**Evaluation Plan Outline**

 **Introduction**

**The Evaluation Plan:** An evaluation plan should be used to guide implementation of evaluation processes. It provides detail on evaluation activities, measures, responsibilities, and timing, and should be carefully managed.

• The plan should be regularly reviewed and adapted where necessary to reflect changes to projects or programs.

• When changes occur, your team should plan for efficient communication of revised activities and/or responsibilities, and distribution of the updated plan to relevant staff and stakeholders.

 • Regular team meetings to address issues or problems will support effective evaluation processes.

**Getting Started:** The first step in developing an evaluation plan is to visit the Evaluationco.org website: <http://evaluationco.org/>. This online training module is designed to help grantees plan and evaluate projects. The module will guide you on a 3-stepp process where you will:

1. Describe your project and its foundation
2. Organize your project’s approach and flow
3. Plan your project’s process and outcome evaluation.

As you work through the module, it will guide you to create a Project Theory Diagram, a Project Flow Diagram and a Project Evaluation Plan. These will serve as the foundation to create your project evaluation.

**What evaluation plan documents should be submitted to STEPP?**

1. Project Theory Diagram
2. Project Flow Diagram
3. Project Evaluation Plan
4. Completed Evaluation Plan Narrative (template attached)
5. Data collection tools (examples include surveys, tracking sheets and key informant interview guides).

**Plan to Evaluate: [Project Name or Evaluation Title]**

Agency Name:

Project Name:

Prepared by:

Date:

1. Introduction and Project Description of [Project Name]

*(Please refer to your Project Flow Diagram and Project Theory Diagram to help you complete this section.)*

In 1-2 paragraphs, please describe:

* Program Description
* Need for the program
* Population(s) Addressed
* Stage of Program Development [e.g., project development, planning, implementation]
* Resources/Inputs
* Activities
* Outputs
* Intended outcomes
* Purpose of the evaluation
1. Evaluation Design

In this section, please include*:*

* Evaluation questions
	+ Clearly state your evaluation question(s).
		- Refer to the Evaluation Diagram you developed in the Evaluationco.org module
		- Make sure your question(s) is related either to your project’s processes or outcomes (or both).
		- Ensure that your question(s) can be answered with proposed methods and is the timeframe allowed in this grant cycle.
* Evaluation design
	+ Identify how you will answer your evaluation questions(s).
		- Include your methods for data collection, timeline and analysis
			* From whom or from what will you collect data (source of data)?
			* How will it be collected?
			* When will it be collected?
			* How will your data be analyzed?
		- Include your data collection instruments (Examples include pre/post-tests, surveys, key informant interview guides and tracking sheets).
			* How will you identify or create those instruments?
	+ Make sure that the design fits the evaluation questions, i.e., that the design will provide you with the data you need to answer the question(s) being asked.
1. Use and Communication of Evaluation Findings

In this section you should describe:

* How the results of your evaluation will be used and shared?
	+ What lessons did you learn?
	+ How will you share lessons learned, including those about your evaluation experience and evaluation capacity building?
		- How will they be documented?