Worksheet

Basic Evaluation Plan Template

Overall evaluation questions and purposes
List out the questions you are trying to answer with the evaluation. You may want to indicate which questions are the highest-priority, and note if there are any questions you will not be able to answer at this time due to resource constraints or the phase of development of the program.
Process Evaluation Questions
  1. *List at least one question related to implementation issues, outputs, fidelity, participant satisfaction, etc.*
  2.

Outcome Evaluation Questions
  1. *List at least one question about the effectiveness of the activity.*
  2.

Desired Outcomes (ABCDE Outcome Statements)	Evaluation Tool
1. *List out all desired outcomes for the activity. Use the ABCDE method if possible. These outcomes should align with your logic model.*	*List the evaluation tool you will use to capture progress on those outcomes.*
2.	
3.	
4. *Add more as needed*	

Evaluation Tool	Where did the tool come from, & what does it cover?	Who & When	How
List name of each tool being used for Outcome and Process Evaluation	▪ *Document the source (came with curriculum, home-grown, hybrid, etc.)* ▪ *List the topics addressed in the tool, and indicate Outcome Evaluation and/or Process Evaluation*	▪ *Persons Responsible: Who will develop and administer the tool?* ▪ *Sampling: Who will the participants/respondents be, and how will they be selected/recruited?* ▪ *Timing and Design: When will the data be collected? (post, pre/post, etc.; and date)*	▪ *Data Collection: How will the data be gathered? (in-person paper survey, online survey, Excel tracking sheet, etc.)* ▪ *Analysis and Reporting: How will the data be analyzed and summarized? (Survey Monkey report, Excel, consultant, etc.)*
Add additional rows as needed			

Attach evaluation timeline, logic model, and brief narrative as needed (optional)
Document when each evaluation task will need to be completed. Attach logic model. Could also add brief narrative about plans for dissemination and Continuous Quality Improvement (CQI,) and any concerns about evaluation capacity.

www.odvn.org   *Ohio Empowerment Evaluation Toolkit,* 2011