

## Evaluation Planning Worksheet

1. What questions will your organization's evaluation seek to answer?
  
2. What are the specific evaluation plans and timeframes?
  - a. What kinds of data will be collected?
  - b. At what points?
  - c. Using what strategies or instruments?
  - d. Using what comparison group/baseline, if any?
  
3. If you intend to study a sample of participants, how will this sample be constructed?
  
4. What procedures will you use to determine whether the program was implemented as planned?
  
5. Who will conduct the evaluation?
  
6. Who will review the evaluation internally?
  
7. Who will receive the reports? By when?
  
8. How are you defining success for this program or project? What outcomes are you projecting to achieve?