**EVALUATION PLANNING WORKSHEET**

**Program/Project Information**

1. What is your program’s or project’s **topic**?

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1. What is the **purpose** of your program/project?

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1. What **impacts or long-term goals** are you trying to achieve with your program/project?

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1. **Who** has a stake in your program or project and what do they **value** about it?

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| Who has a stake? | What do they value? |
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1. What program/project **activities** are you planning in order to achieve each of your goals or impacts?

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1. What **resources** do you have to implement your program/project and achieve your goals/impacts?

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1. How will your program or project achieve its goals or impacts? Design your **conceptual framework or logic model**.

**Evaluation Focus & Design**

1. What is the **purpose** of the **evaluation**?

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1. Who will **use** the evaluation and how will they use it?

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| Users | How will they use or be affected by the information? |
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1. What **questions** will the evaluation seek to answer?

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1. What **variables** do your questions contain?
2. How will you define and/or operationalize those variables so you can quantitatively or qualitatively collect information about them? What **indicators or measures** can be used to assess them?
3. What **data collection methods** will you use to collect this information?

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| Variables (K) | Indicator/Measure (L) | Data Collection Method (M) |
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1. What **resources** do you need to complete the evaluation?

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