

**Evaluation Plan Template**

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| Who will be responsible to collect data | Why do I need to evaluate? | What do I need to find out? | What will I measure? | How will I measure it? | Who will I collect data from? | When will I collect data? | What will I do with the data? |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | * *Identify evaluation purpose* * *Identify evaluation audience* | * *Identify evaluation questions* | * *Select outcomes and outputs for measurement* * *Identify indicators* | * *Select data collection methods* * *Ensure data is good quality* | * *Determine sample* | * *Develop timeline* | * *Data analysis* * *Evaluation write-up* * *Dissemination* |