

**Evaluation Plan Template**

# **Evaluation Plan Template**

| 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*
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