



LANLF EVALUATION INSTITUTE

# Evaluation Plan Guidelines

**A note to Evaluation Institute participants:** During our October Evaluation Institute Session, we will be looking to each of you to spend 5-minutes sharing your plan for evaluating a goal, outcome, or question you have for your organization. We'd like to hear about your:

1. Evaluation goal or question(s)
2. Data collection method(s)
3. Timeline

This guide can be used as the base of your 5-minute presentation.



## Step 1: Define your Evaluation Question(s)

### Option 1

Think about your organizational or programmatic goals. How would you show how those goals are attained? **What do you really want to know?** What questions do you need to answer? Write those questions here.

### Option 2

Pick an outcome (or a few) and derive an evaluation question (or a few).

Outcome (from logic model or rubric)	Possible Evaluation Question(s)



## Step 2: Articulate your Data Collection Ideas

How will you collect data to answer your evaluation question(s)? How can you integrate data collection into routine daily operations? Who will collect data and when?

Data Collection Tool & Source (quantitative or qualitative)	Who	When & How



Already have a data collection instrument (survey, interview/focus group protocol) created? Paste it in here.



### Step 3: Your Evaluation Timeline

Evaluation Activity	Target Date
Ex. When will protocols for interviews be finalized? When will surveys be deployed? When will data be analyzed?	



## **Bonus: How will you report your findings?**

What is important in your findings or work to communicate to your audience? Think about the tables and charts that you may want to create in order to share your evaluation story.