

Evaluation Plan Template

Project Goal / Intended Outcome(s)

What are the goals of the project? What outcome(s) do you hope to achieve?

Evaluation Goal

What do you want to know? What are your evaluation questions?

How will you measure your outcome(s)?

Method

What tools will you use to evaluate?

Quantitative Data

What numbers/statistics will you collect?

How will you collect them (e.g. monitoring database, surveys/questionnaires)?

What questions will you ask?

Qualitative Data

How will you collect qualitative data?

What questions will you ask?