Evaluation Plan Template

Program Name: _____

Purpose of Evaluation: _____

Objectives	Indicators	Data Collection Method	Data Sources	Data Collection Tools	Timing	Staff	Analysis (who, with what?)	Notes (e.g. status, communication, dissemination)
Example: To increase parents' awareness of resources/ supports in the community.	% of parents who increase their awareness of community resources/ supports.	a) Pre-post program surveys b) Follow-up phone calls	Parents	a) Survey b) Telephone survey	a) Last class b) 6-mon post-program	Jane to distribute/ collect surveys and make follow-up phone calls.	Qualitative and quantitative. SPSS/Excel	