EVALUATION DESIGN: Final Planning Guide

**Name of Organization**:

**SELECTED PROGRAM**

**IA.Description of Selected Program**

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**IB. Why This Program was Selected for Evaluation**

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**EVALUATION QUESTIONS**

**II. Evaluation Questions**

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**DATA COLLECTION STRATEGIES**

**IIIA. Data Collection Strategies & Instruments**

***Consider using a table that shows the relationship between questions and strategies***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Surveys** | **Interviews** | **Observations** | **Record Review** |
| **EQ 1** |  |  |  |  |
| **EQ2** |  |  |  |  |
| **EQ3** |  |  |  |  |

***(if possible include a footnote or paragraph that explains why these strategies were chosen)***

***Instrument List (and append if available)***

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**ANALYSIS and ADMIN PLANS**

**IIIB. Append Analysis and Administration Plans**

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| --- | --- | --- | --- | --- |
|  | TYPE  (SIORR) | Analysis Plan | Admin.  Plan | Code  book |
| Instrument 1: |  |  |  |  |
| Instrument 2: |  |  |  |  |
| Instrument 3: |  |  |  |  |
| Instrument 4: |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**LEVEL OF EFFORT/TIMELINE OR LEVEL OF EFFORT/TIMELINE/BUDGET**

**IV. LOE/Timeline [and Budget] *(Level of effort or staffing plan can be included here)***

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| **INSERT LOE/TIMELINE/BUDGET CHART HERE** |

**EVALUATION PRODUCTS**

**V. Products (Deliverables) (Who will receive them how will they be used?)**

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**VI. Staffing Plan (optional) – Place this near your Data Collection Strategies**

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