

EVALUATION REPORT OUTLINE

Situation: What prompted the program?

Response: How did you/the organization respond? (inputs and outputs)

Results: Who benefited? What resulted? (outcomes)

Evidence: What's the evidence? (evaluation)

Situation: Why was the program initiated? What problem, issue, or concern needed addressing? Who cares?

Include facts, data, and evidence of the problem/originating situation.

Be specific, clear, and hard-hitting.

Response: What did you do? How did you respond?

Briefly describe the response, including inputs, activities, outputs, and people reached.

Describe partnerships and external funding sources.

Be sure to describe your role/your organization's role in the response.

Include program costs, as appropriate and possible.

Results: What changes and benefits were achieved as a result of the program response? Who benefited and how?

Use quantitative and qualitative data.

Interpret the data to help the reader understand the meaning behind the data.

Link to existing research, if possible.

Include conclusions and lessons learned.

Evidence: What evaluation design and methods did you use to document the results?

Include the data collection method(s), sampling strategy, and response rate.

Remember, a good report depends on credible information.

TECHNICAL EVALUATION REPORT OUTLINE:

Sections of report

- Abstract/executive summary
- Introduction
 - Purpose of the evaluation, key questions
 - Program background, description
 - Relevant research/literature review
- Methods/procedures
 - Data sources
 - Data collection procedures
 - Sampling
 - Limitations of the methods
- Results
 - Data, tables, analysis
 - Process and outcomes
- Discussion
 - Extent to which program succeeded
 - Key insights
 - Unintended outcomes
 - Critical incidents/constraining and supporting factors
 - Lessons learned
- Conclusions/recommendations
 - For the program, for the evaluation
 - Action items, as appropriate
- References
- Appendices
 - Questionnaires/tools used
 - Other resources used