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| **Report PLANNING** |
|  | **What Will you Include?** | **Who’s Responsible** | **Deadlines** |
| **I. Introduction** |  |  |  |
|  **A. Program Description** |  |  |  |
|  **B. About the Evaluation** **1. Purpose(s)** **2. Questions** |  |  |  |
| **II. DATA COLLECTION/METHODS** |  |  |  |
|  **A.** |  |  |  |
|  **B.** |  |  |  |
|  |  |  |  |
|  **III. FINDINGS** |  |  |  |
|  **A.** |  |  |  |
|  **B.** |  |  |  |
|  **C.** |  |  |  |
| **IV. CONCLUSIONS** |  |  |  |
|  **A. Findings Summary** |  |  |  |
|  **B. Action Steps** |  |  |  |
|  |  |  |  |
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| **Report PLANNING** |
| EVALUATION PRODUCTS | **AUDIENCES/STAKEHOLDERS** |
| **Internal Report(s)** |  |  |
| **External Report(s)** |  |  |
| **Executive Summary** |  |  |
| **Other** |  |  |