

ATTACHMENT 2: OUTCOMES EVALUATION PLANNING GUIDE - TEMPLATE

NPO Name_____

Program to be evaluated_____

STEP 1—DESCRIBE THE PROGRAM

Brief description of program to be evaluated. Examples of information to be provided: What does the program do, when did it start, what is its budget, how many people work on it (paid staff and volunteers), who are the beneficiaries and how many beneficiaries are there?

STEP 2—DETERMINE THE TIMEFRAME

Timeframe for the evaluation (How long a time period will the evaluation cover?) Short-term (1-2 years) Intermediate Term (3-4 years) Long term (5 or more years) Time period covered_____

STEP 3—IDENTIFY OUTCOMES AND OUTCOME INDICATORS

Program outcomes (Changes we expect to see in the community we serve as a result of this program)	Outcome Indicator (How this outcome will be measured)
1.	
2.	
3.	
4.	

STEP 4—IDENTIFY OTHER QUESTIONS YOU WANT TO ANSWER ABOUT YOUR PROGRAM'S IMPACT

1.
2.

STEP 5—LIST DATA NEEDED TO CONDUCT THE EVALUATION

DATA NEEDED	DATA SOURCE	DATA ELEMENTS TO BE COLLECTED

STEP 6—ASSIGN TIMELINES AND RESPONSIBILITIES FOR CONDUCTING THE EVALUATION

ACTIVITY	ASSIGNED TO	START DATE	END DATE