Italic text is included to guide your evaluation plan and should not be included in your final plan. If you have any questions while completing this evaluation plan, **please contact your grant manager**.

Evaluation Plan for *Program Name*: (years covered)

# Prepared by:

(name(s) and affiliation)

# Overview

Briefly describe the program being evaluated including your program goals and objectives.

What is your program and this evaluation trying to achieve?

Lead Evaluation Contact: (name, role, affiliation)

# Evaluation Team

*Complete the table below and add additional rows to include evaluation team members as needed:*

|  |  |  |
| --- | --- | --- |
| **Name** | **Role/Organization** | **Responsibilities** |
| *E.g., Lead evaluator name* | *Lead evaluator’s job title/Your organization here* | *Coordinate evaluation, oversee data collection, write evaluation report* |
| *E.g., Program staff name* | *Program staff’s job title/Your organization here* | *Data collection, data entry, etc.* |
| *E.g., DSU Grant Manager* | *Grant Manager/DSU* | *Receive, review, and approve evaluation plan and final report* |

# Purpose

Why is the evaluation being done?

What will the findings of this evaluation inform?

# Scope

What is the focus of the evaluation (i.e., what programs/activities are you evaluating)?

* Outline program goal(s) and activities and specify the timeline of program implementation/data collection.
* Is the evaluation focused on program implementation (process evaluation), on the program outcomes (outcomes evaluation), or both? What outcome(s) are your program trying to achieve?
* What do you want to learn from the evaluation?

# Logic Model *(optional)*

*Insert your logic model here. While logic models are not always a grant requirement, they can be a very useful tool when developing an evaluation plan.* ***If you have questions as to if a logic model is required in your evaluation plan, please contact your grant manager****.*

*A logic model provides a visual representation of the program and is a succinct way of describing what was/will be done. The logic model outlines the inputs, activities, outputs, and outcomes of your program.*

* [*Logic model overview*](https://www.healthvermont.gov/sites/default/files/document/dsu-logic-models-overview.pdf)
* [*Logic model templates*](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.healthvermont.gov%2Fsites%2Fdefault%2Ffiles%2Fdocument%2Fdsu-logic-model-templates.pptx&wdOrigin=BROWSELINK)

# Evaluation Questions and Indicators

When coming up with your evaluation questions, use the following criteria:

* It is important to staff and stakeholders
* It reflects program goals
* It can provide information that can lead to program improvement
* It can be answered using available resources

The following table outlines example evaluation questions and indicators. Feel free to edit these questions and indicators and add rows for additional questions.

|  |  |  |
| --- | --- | --- |
| **Evaluation Questions** | **Evaluation Type** | **Indicators**  *Indictors are how you will measure success.* *What are some of the measurements or observable elements that can help you answer your question?*  *Note: there may be more than one indicator for each evaluation question* |
| *e.g., Is the program implemented as intended?* | *Process* | * *Percent of workplan tasks completed* * *Number of unique individuals served/reached* * *Program successes and challenges* |
| *e.g., Did the program produce positive outcomes?* | *Outcome* | * *Improve skills or knowledge* * *Increase in positive behavior or attitudes* * *Comparison of outcomes between program participants and non-participants* |

# Data

What data will you collect to inform the indicators listed above? Please attach any data collection tools/surveys created to the end of this plan.

The following table outlines example data. Remove, edit, or add rows for your data/information needs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Data or information need** | **Data source** | **Why is it needed?** | **How is it collected/calculated?** | **When will this data be available?** |
| e.g., *Percent of implementation plan tasks completed* | Implementation plan | To understand how well the program was implemented | Number of implementation tasks completed divided by total number of implementation tasks |  |
| e.g., *Number of unique individuals served* | Intake records | To understand how many individuals were served | Cumulative number of unduplicated individuals served |  |
| e.g., Program successes/challenges | Staff survey | To understand strengths and limitations of program implementation | Summary of staff-reported program successes and challenges |  |

# Analysis Plan

Briefly explain how collected data will be analyzed and used to answer your evaluation questions. This doesn’t need to be complex.

What is your plan for collecting the data above and reporting the results of the indicators?

Who is involved in interpreting and justifying conclusions?

# Use

What are your plans for using evaluation findings?

How will your findings be communicated with DSU?

# Limitations

What are the limitations of this evaluation? May include:

* Available resources
* Available staff
* Time constraints
* Data collection limitations

# Communication Plan

During the evaluation period, the following communications are expected to occur between the evaluation team members and stakeholders/partners (including DSU):

The following table outlines example communications. Remove, edit, or add rows for your needs.

|  |  |  |
| --- | --- | --- |
| **Purpose** | **How often** | **Who to include** |
| *e.g., Evaluation team meeting to monitor progress* | *Monthly* | *Evaluation lead and additional program staff involved in evaluation processes.* |
| *e.g., Report evaluation progress to DSU grant manager* | *Quarterly* | *Evaluation lead and DSU grant manager* |

# Evaluation Goals and Timeline

When will evaluation activities occur?

Use the table below to describe the timeline of evaluation activities. Remove, edit, or add rows for your needs.

|  |  |  |
| --- | --- | --- |
| **Date** | **Goals** | **Who is responsible?** |
| *e.g., July 2024* | *Submit draft of evaluation plan to DSU* | *Lead evaluator* |
| *e.g., August 2024* | *Submit final evaluation plan to DSU* | *Lead evaluator* |
| *e.g., September 2024* | *Start data collection* | *Evaluation team* |
| *e.g., May 2024* | *Draft and review report* | *Lead evaluator and evaluation team* |
| *e.g., June 2025* | *Report finalized and submitted to DSU* | *Lead Evaluator* |

# Dissemination

How will the results of this evaluation be shared?

Use the table below to describe how the evaluation will be disseminated to stakeholders/partners. Remove, edit, or add rows for your needs.

|  |  |  |
| --- | --- | --- |
| **Audience**  Who is/are the target audience(s)? | **Dissemination Plan**  What method/medium will you use to disseminate evaluation findings to your audience(s)? | **Responsible person**  Who is responsible for sharing information? |
| *e.g., DSU* | *Final evaluation report* | *Lead evaluator* |
| *e.g., Internal staff* | *Final evaluation report* | *Lead evaluator* |
| *e.g., Local community/media* | *Data highlights from program* | *Lead evaluator* |