

EVALUATION

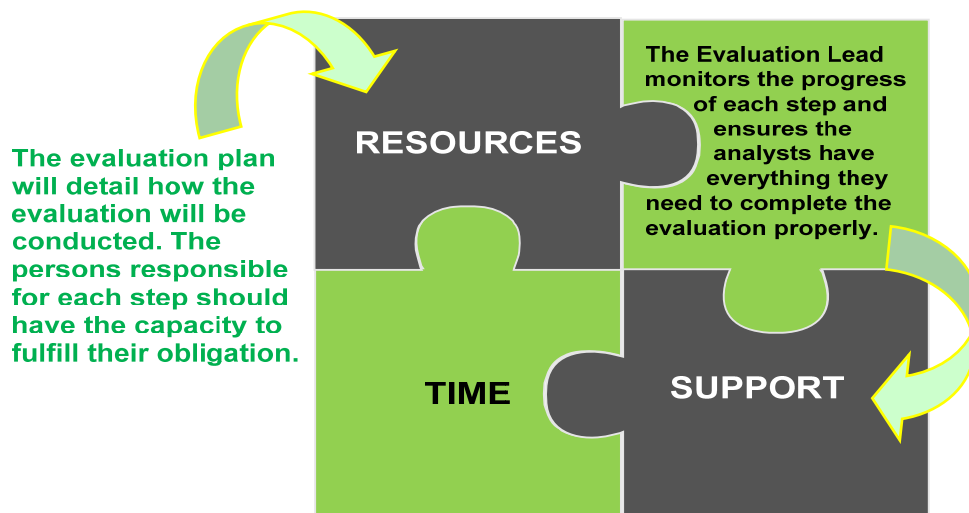
Developing an Evaluation Plan

Tip Sheet



As evaluation becomes increasingly important for policy makers, it is important to ensure the quality and usefulness of the projects that are undertaken. This requires clear expectations and ongoing monitoring of the work that is being done. **The evaluation plan** specifies the data collection, analyses, and reporting details for answering the evaluation question.

- Evaluation is a critical tool for any organization that is serious about learning about what it is doing and how well it is working. This requires a systematic approach to tracking evaluation activities, a process for regular review of the work as it is in progress and a mechanism for bringing the findings back to senior management in a timely way.



A preliminary discussion that concludes in a shared understanding and agreement on deliverables and timelines for the evaluation activities reduces the risk of cumulative delays during the course of the evaluation.

Finally, the combination of the evaluation management plan and Theory of Action (or Logic Model) will serve as guides throughout the process so that if there are ministry personnel changes, the evaluation process will not be compromised.

Developing an Evaluation Plan

The following is a template for an evaluation plan used by the Ministry of Education...

EVALUATION PLAN

Tasks & sub tasks	Milestones	Staff responsible	Consultation	Budget	Timeframe	
					Begin	End
Evaluation Questions						
Evaluation Framework & Design						
Sampling						
Data Gathering Methods						
Data Source						
Instrument						
Data analysis						
Result Interpretation						
Reporting						
Communication						

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