

DRAFT EVALUATION PLAN

Activity component	Targeted direct results	Performance indicators	Summary of achieved activities	Data sources and collection method	Assessment of results achieved

Evaluation planning checklist:

- What information will be gathered, including both process (meetings etc) and outcomes?
- How will information be gathered (for example, interviews, project records)?
- Who will the information be collected from?
- Who will collect the information (for example, the sponsoring organization, a consultant, an evaluation committee)?
- How will the evaluation information be used to change and improve the project as it is being carried out?
- When will this be done?
- How will you know if your project is a success (what indicators will use)?
- What data will be recorded throughout the project?
- What will be the role of the partners in the evaluation?