

## Collaborative Evaluation

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### Evaluation Planning Worksheet

<b>Who is your organization?</b>	
<b>Why are you conducting an evaluation?</b>	
<b>What are the goals and objectives?</b>	
<b>What are you going to evaluate?</b>	
<b>Who will use the evaluation? How will they use the information?</b>	
<b>When is the evaluation needed?</b>	
<b>What resources do you need?</b> Time Money People – professional, volunteers, participants	
<b>Who will conduct the evaluation?</b>	
<b>What existing information do you have?</b>	

<b>What new information do you need to gather?</b>		
<b>What data collection method(s) will you use?</b>	<input type="checkbox"/> Questionnaire/survey <input type="checkbox"/> Interview <input type="checkbox"/> Observation <input type="checkbox"/> Focus groups <input type="checkbox"/> Other (list)	<input type="checkbox"/> Document review <input type="checkbox"/> Testimonials <input type="checkbox"/> Log/journal/diary <input type="checkbox"/> Photos/videos
<b>What data collection tools do you have?</b>		
<b>What data collection tools do you need to develop?</b>		
<b>Who will collect the data?</b>		
<b>Who will compile the information?</b>		
<b>How will the information be compiled?</b>		
<b>Who will analyze the information?</b>		
<b>How will the information be analyzed?</b>		
<b>How will be evaluation be communicated and shared?</b>	To whom	When/where/how to present
<b>How will be evaluation be communicated and shared?</b>		
<b>What actions will you take as a result of the evaluation?</b>		