Evaluation plan summary table

This template provides a simple table to summarise how you will evaluate your KT work. You could get into the habit of filling in this table every time you start a new KT project. It won’t take long to do. It will help you think about how you will know your work is making a difference from the start of every activity.

**Summary table if you already have a plan for your KT activities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What do you want to achieve from your KT activity? (Outcomes) | How will you know whether you have succeeded? | What methods will you use to measure your successes? | Timeframe | Resources needed | Who will be responsible? |
|  |  |  |  |  |  |

**Here’s a brief example:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What do you want to achieve from your KT activity? (Outcomes) | How will you know whether you have succeeded? | What methods will you use to measure your successes? | Timeframe | Resources needed | Who will be responsible? |
| *Raise awareness about Cochrane evidence amongst health professionals in Brazil* | *30% of health professionals will say they know about Cochrane evidence*  *Visits to the Cochrane Library from Brazil will increase by 5% over the next year* | *Survey of health professionals registered with a professional society in Brazil*  *Google Analytics comparing number of website visits from different countries in 2020 and 2021* | *Survey in December 2020 and December 2021*  *Analyse Google Analytics in January 2021 and January 2022 for the entire year prior* | * *Free survey hosting platform* * *Professional society with email addresses of health professionals* * *Google Analytics data from Cochrane Library* * *4 days of time to develop and test survey, analyse results and look at Google Analytics* | *Training Fellow and Translation Lead* |