Evaluation plan template

**This template provides some headings and questions to think about when planning your evaluation. There are tools on the Learning Pages to help you think about your** [**stakeholders**](https://training.cochrane.org/finding-out-whether-cochrane-making-difference#Section%202)**, your** [**outcomes**](https://training.cochrane.org/finding-out-whether-cochrane-making-difference#Section%203)**, and what** [**KT indicators**](https://training.cochrane.org/finding-out-whether-cochrane-making-difference#Section%204) **and** [**methods**](https://training.cochrane.org/finding-out-whether-cochrane-making-difference#Section%205) **to use. This template helps you store all your planning in one place.**

**You can adapt the format and spacing below to suit you. You don’t have to use all the sections. These are just prompts to help you bring all your ideas together.**

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| Title  |
| Insert a title with the KT activities you are evaluating |
|  |
| Date  |
| Insert the date you developed the Evaluation Plan  |
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| 1. Purpose of the evaluation  |
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| What is the **reason** that you are evaluating? For example, do you want to test if a KT activity is working or compare which KT activity is working best? Insert your evaluation goals or questions here.  |
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| 2. Description of your KT activity  |
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| What is **KT activity** are you are evaluating? Describe what you are doing and your target audience.You could insert an [**Outcomes Map**](https://training.cochrane.org/finding-out-whether-cochrane-making-difference#Section%203) diagram to summarize your KT activity and what you hope it will achieve  |
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| 3. Methods to collect evaluation data  |
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| What [**methods**](https://training.cochrane.org/finding-out-whether-cochrane-making-difference#Section%205) will you use to collect information about each of the outcomes you want to measure?  |

A table can help to summarize the methods you will use:

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| --- | --- | --- | --- | --- | --- |
| What do you want to achieve from your KT? (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? |
|  | *Include* [***indicators***](https://training.cochrane.org/finding-out-whether-cochrane-making-difference#Section%204) *of success here* | *Include who and how many people you will get information from and how* |  |  |  |

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| What risks or **challenges** might there be with collecting data? Is there anything that you could do to avoid or mitigate the risks? If you identified any risks from your [**Stakeholder Map**](https://training.cochrane.org/finding-out-whether-cochrane-making-difference#Section%202), you could insert those here too. |
| 4. Methods to compile evaluation data  |
| How will you **analyse** the evaluation data to find trends? |
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| How will you **share** the learning from your evaluation? What formats will you use and who will you share with? |
| 5. Managing your evaluation |
| Who will do the evaluation? List the members of the **team** and their responsibilities in the evaluation. |
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| Who are your **[stakeholders](https://training.cochrane.org/finding-out-whether-cochrane-making-difference%22%20%5Cl%20%22Section%202)** for the evaluation and how are you involving them?  |
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| What **resources** do you need for the evaluation? Examples include staff time, software or financial resources. |
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| Insert a **timeline** with the key milestones and dates. You could use a Gantt chart style. |