**Evaluation Plan Template**

Work with the identified external evaluator to assist in designing a process and outcome evaluation.

1. **Overview and Desired Outcomes**

* Name of program or policy
* Short-term outcomes
* Intermediate outcomes *(Policy only)*
* Long-term outcomes

1. **Indicators**
   * Process indicators
   * Short-term indicators
   * Intermediate Indicators *(Policy only)*
   * Long-term indicators
2. **Fidelity Measures**
   * Description of how the program or policy will be monitored and measured for fidelity.
3. **Data Collection and Timeline**

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| **Data Source** | **Date(s)** |
| *List all data sources that will measure the indicators listed above. For example, attendance sheets, staff survey, focus groups, community student survey, YRBS 30-day use, etc.* | *List date(s) of anticipated data collection* |
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1. **Data Management and Analysis**
   * Description of how and by whom the data will be managed and analyzed. Include method(s) to be used for analyzing the data, such as specific quantitative and qualitative techniques.
2. **Communicating Results**
   * Description of how the information will be used to improve effectiveness of program or policy.
   * Use of evaluation results.

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| **Who** | **What** | **Why** | **How** | **When** |
| *Who will want to know about the evaluation results? (e.g., partners, coalitions, funders, etc.)* | *What will they want to know about the evaluation? (e.g., updated data on outcomes, process information, etc.)* | *Why would the reviewers want to know about the evaluation results? (e.g., for funding, value of support, etc.)* | *How will the evaluation results be shared? (e.g., presentation, infographic, full report, etc.)* | *When will the information be disseminated?* |
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