Evaluation Plan template

**Project/Event/Activity and date:**

**Aim:** *What I want to achieve/the purpose of my activity*

**Objectives:** *What I need to do to achieve my aim*

**Stakeholders/Audience**: *who is involved in the activity?*

**Evaluation questions:** *What I want to know (relates to the purpost of the evaluation) what questions do I want to ask*

**Methodology:** *What evidence I need to collect; how I will establish a baseline, how will I sample*

**Data collection:** *How I will collect the information, who will I ask, when it will take place*

**Data analysis:** *How I will analyse my evidence*

**Reporting:** *How I will present my report and to whom*