Evaluation Planning and Reporting Template

Use this **planning** & **reporting template** to map out and organize the following key components of your program's Evaluation Plan.

The content for this plan can be taken from the Multi-Year Program Design and Performance Form in the grant proposal. Using this outline, that information can be repositioned and sharpened into a finer definition.

Program Objectives	Program service **Recipients**	Measurable **Performance Indicators** (PIs)	Data Collection **Methods** & **Instruments**	**Analysis Plan**
Intended results of the program activities provided to serve participants. *Program activities are designed to meet participant needs and match their interests.	For each activity, describe the **activity participants**/ populations intended to receive the programming by key identifiers. ▯ Students: in what grades, at which sites, with what types/levels of performance or need, *etc.* ▯ Parents/Adult Learners	Each Objective is associated with one or more measurable PIs that collectively indicate whether the Objective was met. PIs should be written to meet **SMART Criteria**: ◢ Specific: targets a clearly defined area of improvement for a specific target group. ◢ Measurable: states a defined outcome that can be assessed, and how it is to be assessed, including instruments and analyses (can include qualitative assessment) ◢ Achievable: realistic given baseline conditions and available resources ◢ Relevant: aligned to program mission, program activities, school day academics, GPRA indicators [*Note that PIs are not *required* to be aligned with GPRA indicators] ◢ Time-bound: specifies when the goal will be achieved.	Valid, reliable means used to assess PIs: Surveys, interviews, observations, focus groups, report cards, attendance rosters, behavior/ disciplinary records, state assessments, other skills assessments, *etc*. *Consider strategies to generate robust response rates; rates below 50% are not considered meaningful assessments of the PI.	Outlining the approach for analyzing the collected data used to determine whether, and to what degree, the specified PI is achieved. Include who and where data will be obtained from and when.