

Sample Outline for Comprehensive Evaluation Report

Use this or similar format when reporting to major funders of a program, when reporting as part of a grant, or for other formal reports. This sample has been adapted from *The Program Manager's Guide to Evaluation*, Administration for Children and Families, Office of Planning, Research and Evaluation, U.S. Department of Health and Human Services, 2003.

- I. Introduction: General description** (1 page)
 - A. Description of program components
 - B. Description of collaborative efforts
 - C. Description of special issues relevant to target population, such as participants' cultural background, socioeconomic status, literacy levels, and other characteristics
- II. Implementation evaluation**
 - A. Description of implementation objectives
 - 1. What you planned to do
 - 2. Who was to do it (staffing arrangements and qualifications/characteristics of staff)
 - 3. Target population (characteristics and numbers)
 - B. Evaluation questions
 - C. Description of data collection methods and data collected for each evaluation question
 - 1. Data collected
 - 2. Methodology of data collection
 - 3. Data sources
 - D. Data analysis procedures
 - E. Results
 - 1. Statement of findings with respect to each evaluation question
- III. Impact evaluation**
 - A. Impact objectives, stated in measurable terms
 - 1. What changes were participants expected to exhibit as a result of participation in the project?
 - 2. What changes were expected to occur in the community's service delivery system as a result of the project?
 - B. Evaluation questions
 - C. Discussion of data methods for each impact/outcome objective question
 - D. Discussion of issues that affected the impact evaluation and how they were addressed, such as staff turnover or changes in target population characteristics
 - E. Procedures for data analyses
 - F. Results of data analyses
 - 1. Significant and negative analyses results

- G. Discussion of results
 - 1. Interpretation of results for each evaluation question, including any explanatory information from the process evaluation
 - 2. Issues relevant to interpretation of results
- IV. Integration of implementation and impact evaluations**
 - A. Summary of implementation evaluation results
 - B. Summary of impact evaluation results
 - C. Discussion of potential relationships between implementation and impact evaluation results
- V. Recommendations**