**ATTACHMENT 2:**

**OUTCOMES EVALUATION PLANNING GUIDE - TEMPLATE**

NPO Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Program to be evaluated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STEP 1—DESCRIBE THE PROGRAM

| Brief description of program to be evaluated.Examples of information to be provided: What does the program do, when did it start, what is its budget,how many people work on it (paid staff and volunteers), who are the beneficiaries and how may beneficiaries are there? |
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STEP 2—DETERMINE THE TIMEFRAME

Timeframe for the evaluation (How long a time period will the evaluation cover?)\_\_x\_\_\_Short-term (1-2 years)\_\_\_\_Intermediate Term (3-4 years) \_\_\_Long term (5 or more years) Time period covered\_\_\_\_\_\_*January2013 through December 2014*

STEP 3—IDENTIFY OUTCOMES AND OUTCOME INDICATORS

| Program outcomes (Changes we expect to see in the community we serve as a result of this program) | Outcome Indicator (How this outcome will be measured) |
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| 4. |  |

STEP 4—IDENTIFY OTHER QUESTIONS YOU WANT TO ANSWER ABOUT YOUR PROGRAM’SIMPACT

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| *1.* |
| *2.* |

STEP 5—LIST DATA NEEDED TO CONDUCT THE EVALUATION

| DATA NEEDED | DATA SOURCE | DATA ELEMENTS TO BE COLLECTED |
| --- | --- | --- |
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STEP 6—ASSIGN TIMELINES AND RESPONSIBILITIES FOR CONDUCTING THE EVALUATION

| ACTIVITY | ASSIGNED TO | START DATE | END DATE |
| --- | --- | --- | --- |
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