***Evaluation Plan Template***

|  |  |
| --- | --- |
| **Project:** |  |

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| --- | --- |
| **Version** |  |
| **Author** |  |
| **Date** |  |

**Contacts:**

|  |  |
| --- | --- |
| **Project Title** |  |
| **Project Manager** |  |

**Document Control:**

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| --- | --- | --- | --- |
| **Date** | **Author** | **Version** | **Change Reference** |
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**Reference Documents:**

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| --- | --- |
| **Document/File Name** | **Document/File Path** |
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**Approvals/Reviews:**

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| **Approvals/Reviews** | **Date** |
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# Background

# Project Description

## Problem Statement

## Project Goals and Objectives

## Project Logic Model

## Resources, Inputs, Activities and Outputs

|  |  |  |  |
| --- | --- | --- | --- |
| **Resources** | **Inputs** | **Activities** | **Outputs** |
|  |  |  |  |
|  |  |  |  |

## Outcomes

|  |  |  |
| --- | --- | --- |
| **Outcomes** | | |
| **Short Term ~1 year** | **Mid Term~3 year** | **Long Term~5 year** |
|  |  |  |

# Evaluation Focus

## Evaluation Goals

## Evaluation Objectives, Measures, Data Collection Strategy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evaluation Objectives or Questions** (What do we want to know about this project?) | **Link to Outcomes in Logic Model** (What Outcome in the logic model does the question link to?) | **Outcome Type** Short term Midterm Long term | **Measures** (What is one possible approximation of the outcome?) | **Data Collection Strategy** (What method will be used to measure and what specific tools?) |
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## Intended Users and Uses

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| --- | --- | --- |
| **Primary Intended User**  (pulled from project charter stakeholder list) | **Information Needed** | **Intended Uses** |
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|  |  |  |
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## Deliverables

## Milestones and Timelines

|  |  |
| --- | --- |
| **Milestones (chronological order)** | **Targeted Completion** |
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# Evaluation Team Structure

## Project Team

|  |  |
| --- | --- |
| **Member** | **Role** |
|  |  |
|  |  |

## Governance structure (for evaluation)

## Responsible, Accountable, Consulted, Informed (RACI) Chart

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role**    **Deliverables** | **[Example]**  **Medical Lead** | **[Example]**  **Project Manager** | **[Example]**  **Analyst** | **[Example]**  **Working Group** |
| [Example] | **A,C** | **R** | **C,I** | **C,I** |
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# Communication and Dissemination

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| --- | --- | --- | --- |
| **Target Audience** | **Purpose** | **Channel/Vehicle** | **Timeline** |
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