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