**<Program Title> Program Evaluation**

Created: <Date>

Updated: <Date>

<Logo>

**Overview of <Program Name>**

Program Description

<Program Purpose/Description>

<How clients/volunteers engage with the program>

<Logic Model>

Program Partners

<Internal/External Partners>

|  |  |
| --- | --- |
| **Partner** | **Role** |
| **Beneficiaries / Internal Partners** | |
|  |  |
| **External Partners** | |
|  |  |

**Evaluation Outline**

Evaluation Purpose & Approach

<Purpose of evaluating the program>

<Evaluation approach>

Evaluation Questions

Key Question 1: <Key Question>

* 1. <Sub Questions>

Methods

*Method 1:* <Name of Method>

<Explanation of how method will be used>

**Findings**

<Summary of findings, post evaluation>

**Appendix A: Logic Model**

<Logic Model Attachment>

**Appendix C: Evaluation Matrix**

**Key Question 1:** <Question>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Sub-Question** | **Indicator** | **Source** | **Method** | **Analysis** |
| **1.1** |  |  |  |  |  |

**Appendix D: Evaluation Timeline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Task** | **<Dates>** | **<Dates>** | **Status** |
| **Preparation** | <Example> | < X to indicate when due> |  | <In Progress> |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Implementation** |  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
| **Reporting** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Timeline**