

<Insert
Company Logo
Here>

<Project Title>

Evaluation Plan

< The Evaluation Plan Template tool includes the major topics that should be included in a reliable and valid evaluation plan. The Evaluation Plan details the methods for collecting data, the composition of the sample(s) and the evaluation instruments to be used.

This template is based on a document developed by Professor Tom Reeves, University of Georgia, USA, for which Impart has been granted a licence for "non-exclusive use and ability to modify and use those materials".>

Version:	
Date:	24/08/98
Status:	<Draft or Approved>
Approved by:	
Approver's name:	<Name>
Approver's title:	<Title>
Approver's section:	<Section>

Preface

For more information on this procedure, contact <Name>, <Title>, <Section/Division>. Tel: (nn) nnnn nnnn, Fax: (nn) nnnn nnnn.

This document was produced using <Microsoft Word>.

Revision History

Date	Ver.	Author	Comments
<Date>		<Name>	<e.g. Document created, or minor alterations.>

Introduction
<This section introduces the major sections of the plan as well as the primary people involved in writing the plan.>
Background
<Describe any information that is needed to provide the reader with an understanding of the background of the IMM product being evaluated.>
Purposes
<Describe the purposes of the evaluation. A single plan can address a variety of purposes, but all must be delineated clearly. Evaluation is always a political process & all parties must accept the purposes for the evaluation to be successful.>
Limitations
<Spell out any limitations to the interpretation and generalisability of the evaluation. It should also describe potential threats to the reliability and validity of the evaluation design and instrumentation.>
Audiences
<This section specifies all the primary and secondary audiences or consumers of the evaluation.>
Decision
<To help the evaluation have meaningful impact on decision-making. Anticipating decisions that can be influenced by an evaluation takes creativity and trust. Many developers do not wish to anticipate negative outcomes, but these too must be considered.>
Questions
<A sound evaluation plan needs careful specification of the questions to be addressed by the evaluation design & data collection methods. The clearer & more detailed these questions are, the more likely that reliable & valid answers will be provided.>

Methods
<This section describes the evaluation designs and procedures. The keys to success are matching these options to the purposes and questions of your client and keeping within the budget and time line of the study.>
Sample
<This section specifies exactly which students, trainers, and other personnel will participate in the evaluation. If necessary, a rationale for sample sizes should also be included.>
Instrumentation
<This section describes all the evaluation instruments and tools to be used in the evaluation. Actual instruments should be included in appendices for review and approval.>
Logistics
<This section spells out who will be responsible for the various implementation, analysis, and reporting aspects of the evaluation.>
Time Line
<This section presents the schedule for implementation, analysis, and reporting of the evaluation.>
Budget
<This section “costs out” the finances for the evaluation.>