NOAA California B-WET Program

Tool: Evaluation Report Checklist

An evaluation report is the mirror image of an evaluation plan. Once you have your evaluation plan in hand, you also have the format for your report. To help you write your evaluation report, we've developed this checklist. For more about writing an evaluation report, look over this Universtiy of Wisconsin-Extension tip sheet at http://www.uwex.edu/ces/pdande/resources/pdf/Tipsheet14.pdf.

Is your evaluation report a single document that includes:

_____ Executive Summary: One or two pages (and usually included if your report is more than 10 pages) that summarize everything below.

_____ Project Overview: Enough background information so the reader understands what your project is trying to accomplish and how

_____ Evaluation Goals: A listing or general description of your evaluation issues/ questions, that is, what you were evaluating, what decisions you're trying to make, and how that relates to your project goals & objectives.

_____ Methods: what tools/instruments you used to collect your data, from whom, and if you sampled or collected from your entire population.

_____ Data Analysis: how you analyzed your data, especially if you used statistical tests to make inferences.

_____ Results: Tallied data (that relate to your questions/issues) and any statistical results.

_____ Conclusions: What the results mean, what they say about your project (good or bad).

_____ Recommendations: how the data should inform decision making about changes to be made to the project, what you learned and would do differently, next steps, etc.

_____ Appendices: copies of evaluation instruments (survey forms, interview questions, etc.,) and any supporting documentation (reference list, a literature review, transcripts of interviews or full text comments).