**PRM 361 Evaluation Report**

**(100 points)**

**Purpose:** *The purpose of the typewritten evaluation report is to describe in past tense what you did (your program, the purpose of your evaluation, evaluation results and recommendations). This is a common component of any externally funded program as funding providers want evidence of what you did and how your actual program matched your intended outcomes.* **Due: The evaluation report should be a stand-alone document following the same guidelines for formatting as the proposal (margins, type font, etc.) See proposal guidelines for formatting.**

**Cover Page:** Basic information about the program including: program dates, times, location; name of evaluators; date the report was written

**Summary:** Overview of the report including: explanation of why the evaluation was conducted, major conclusions and recommendations. This summary is usually 1-2 pages and is written last, after you have completed your evaluation report.

**Program Background Information:** Sets the program in context. Describes how the program was initiated and what its objectives were including:

* Brief description of the program population and their needs
* Summary of the program you offered including key arrangements (from Section III)
* Program leadership and staff
* Additional information included in an appendix (flyer, photos, news release, etc)

**Evaluation Design: (this section should be as detailed as possible)**

* Explain why the evaluation was conducted
* Demonstrates the link between goals and objectives/outcomes and evaluation method. Please list every object and specifically list the pieces of evidence you will gather to determine whether you have met that objective. This could be a specific question on your questionnaire, it could be an interview question, it could be a piece of participant observation during the program, etc.
* Describes the procedures of evaluation (survey, observation, field notes, etc.)
* Details of data gathering techniques
* Describes limitations

**Results & Analysis:**

In this section, you need to go through each objective and show evidence that you have either met/not met each objective. You must include both quantitative results and qualitative results. Remember to not only include tables, graphs, or codes/themes, but to ALSO explain/discuss each result in your own words. Tell us what you are showing us. Label each table/chart as “Figure 1: Overall average scores” etc. and refer to them as such in the text. You should include the following:

* A list of each objective, what evidence you used to measure that objective and the results of that measure
* Tables, graphs, description of the data – be sure to include qualitative and quantitative data
	+ See sample tables in PRM 361 course text. Be sure they are formatted correctly and include appropriate descriptions
	+ ***Make sure you explain what the results mean in your own words.***
* Copies of questionnaire included in appendix \_\_\_\_\_\_
* Additional evaluation information (your own field notes, agency feedback, etc.)
* Quality of results. How could your evaluation techniques be improved? Describe in detail.

**Cost and Benefit Analysis:**

* Statement analyzing the various costs (time, money, etc.) and benefits of the program.

**Conclusions and Recommendations:**

* Provide an introductory paragraph and then present your conclusions and recommendations in list format. Be as clear as possible.
* This is often the most influential part of the report. Indicate what is tentative based on your evaluation and what are firm recommendations coming out of your evaluation.
* Be sure that your recommendations are clearly linked to results from your evaluation and/or your own observations. Provide clear justification for your recommendations.

**Disposition Decision:**

* Provide a clear decision to keep, modify or eliminate the program and describe why.