Tool 5. EVALUATION PLANNING TABLE

1.**Evaluation timeplan** How long will it take to complete each of the following activities / tasks?	**1. Development of the evaluation concept and preparation of the evaluation research (preparation of research tools, organisation of the study):** **2. Collecting information/data:** **3. Analysis of the collected data (qualitative/quantitative):** **4. Preparation of the report:**
2. Available resources that can be used to conduct the evaluation	**a) Human (**number and competences of people needed to conduct the evaluation) **b) Time** (how long will it take to complete the evaluation) **c) Financial** (what financial resources do you plan to allocate for evaluation, e.g. a percentage of the project budget): **d) Information** (what data needed to answer the evaluation questions are currently available, what reports, documents, statistics can you use?)
3. Form of presentation of evaluation findings (e.g. report, multimedia presentation, infographics)	