

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)

