**Worksheet 1: Develop an Evaluation Engagement Plan**

Complete this worksheet to identify key interest holders and develop an engagement plan for this evaluation.

Develop an evaluation plan to appropriately engage interest holders throughout each part of the evaluation. For example, the interest holders you identify through this process will be the same interest holders you share your findings and action steps with at the end of the evaluation project.

Step 1.1: Consider the following questions to help guide the development of an evaluation engagement plan.

• Who does the program aim to serve?

• Who does the program currently serve?

• Who will help implement the program evaluation?

• Who will directly use the program evaluation findings?

• Who will likely be affected by the evaluation findings?

Step 1.2: Complete the evaluation engagement table to list interest holders who are relevant to the planning and implementation of your evaluation project. You should refer to this table throughout each step of your evaluation to make sure that you are on track with how you intended to engage and communicate with interest holders throughout the evaluation project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Interest Holder Category** | **Interest Holder Identification**  Identify the people, groups, and organizations in each Interest Holder category relevant to your evaluation project. | **Evaluation Findings of Interest**  Identify at least one type of anticipated finding that each interest holder may be interested to learn from this evaluation. | **Partner Role and Evaluation Engagement**  List how you plan to initiate engagement and maintain engagement with each interest holder listed in the first column. This plan should include how you will keep them updated throughout the evaluation process. You can also include the interest holder’s role in the evaluation. |
| **Program Implementers/ Staff** |  |  |  |
| **Decision Makers/**  **Leadership** |  |  |  |
| **Collaborators/ Partners** |  |  |  |
| **Funders** |  |  |  |
| **Program Participants and Community Members** |  |  |  |
| [Include any other types of interest holders that may be relevant.] |  |  |  |