**Worksheet 7: Develop and Implement and Evaluation Plan**

Complete this worksheet to develop your evaluation plan.

Step 7.1: Use the information below to develop each section of your evaluation plan. Much of this has already been developed in previous worksheets. Please see relevant worksheets for each section. Follow your organizational guidelines for formatting the evaluation plan.

**Title Page**

Create a title page that includes the information listed below to orient the reader.

• Title of the evaluation plan

• Name of your organization

• Name of the program being evaluated

• Type of evaluation (formative or process) being conducted

• Author names and their affiliations

• Finalization date of the evaluation plan (this date can be adjusted when updates are made to the plan)

**Table of Contents Page**

Create a table of contents to list all of the sections of the evaluation plan including page numbers. Microsoft Word has a feature to easily create this using section headers. Try to keep the table of contents within one page.

**Background**

Provide a brief description of the organization, its mission, and information about the need for veteran suicide prevention programs.

**Program Description**

Describe the program, including:

• Population being served by the program.

• Program goals.

• Program’s stage of development.

• Logic model components, including how these components relate to one another and move from activities to intended outcomes. Please include your logic model in this section or as an Appendix.

− Inputs

− Activities

− Outputs

− Outcomes

− Assumptions

• Contextual factors that can influence the program.

• Alignment with an upstream suicide prevention approach.

**Evaluation Focus**

Describe the focus and purpose of this evaluation, including:

• Evaluation interest holders and contributors for this project.

• The type of evaluation and purpose, including evaluation questions for this project.

• How the evaluation standards informed the evaluation focus.

• Any anticipated barriers or facilitators to the evaluation process and ways you plan to overcome anticipated barriers.

• Please describe any relevant, previous program evaluations, findings, and how this current evaluation builds upon or supports that work.

**Evaluation Methods**

Describe the evaluation methods, including:

• Indicators, data sources, and data collection methods that will be used to support each of the evaluation questions. It is best to show this for each evaluation question separately.

• How each data source will be collected, managed, and analyzed. This section must include specific details about who will carry out these responsibilities and any data software you plan to use.

• Describe plans for new data collection instruments and include any existing instruments in the Appendix.

**Intended Utilization of Evaluation Findings**

Describe how the evaluation findings will be used, including by the program and any interest holders inside and outside of the organization.

**Communication and Dissemination**

Describe how you plan to communicate the findings to internal and external interest holders.

**Timeline**

Include a timeline using a table, a visual representation, or a written narrative of evaluation activities including dates and who is responsible.

**Appendices**

Include the logic model, data collection instruments, and any other supporting materials that provide additional context.