## **Worksheet 8: Justify Conclusions**

Complete this worksheet to summarize each data source, synthesize your data, interpret findings and draw conclusions for your evaluation questions, describe limitations, and develop actionable recommendations.

Step 8.1: Write summary statements for each data source and analysis method. Start by describing the data collection sample (how many people participated in data collection, including their demographics) and indicator results for each data source.

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Step 8.2: Synthesize the data by looking across all data sources. Examine the summaries for patterns of similarities and differences across data sources. Use the guiding questions below to help you conduct this synthesis.

• Which findings are consistent across different data collection methods?

• Which findings are contradictory across the different data collection methods?

• What findings are inconsistent with current thoughts on how the program works?

• Which findings require additional information from program staff and interest holders before they can be fully interpreted?

Step 8.3: Interpret your evaluation findings and draw conclusions for each evaluation question in the field below. The considerations and questions below can help guide this process. Engage your interest holders as appropriate for feedback on your findings.

Consider the following questions as you interpret your data:

• What are the contextual factors of the program and the organization (values, culture, funding, decision-making processes, and others) that may affect the interpretation of our findings?

• What is the significance of the evaluation findings to the program?

− If a formative evaluation was conducted:

o What do the findings tell you about the needs of the population to be served?

o What do the findings tell you about how best to implement a program?

− If a process evaluation was conducted:

o What do the findings say about what is going well?

o What do the findings say about what is not going well and opportunities for growth or improvement? (Findings about what is not working well are very valuable to strengthen programs).

Use the field below to write your interpretations and draw conclusions for each evaluation question.

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Step 8.4: Use the field below to describe any limitations of your data collection or other methods, including how that may have affected your

evaluation findings.

Step 8.5: Develop relevant and actionable recommendations based on the evaluation findings. Share your draft recommendations with interest holders to gather their feedback. Use the table below to include each of your recommendations in the first column. Use the remaining columns to reflect and improve your recommendations. Recommendations should be appropriate, useful, ethical, and feasible.

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| **Recommendation**  | **Who is this recommendation for?** | **How do they use this recommendation?** | **What broader context needs to be considered for this recommendation?** | **How feasible is this recommendation for the interest holders to act on?** | **What did we do to ensure this recommendation is free from our own bias?** |
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