Evaluation Plan Template

1 Table 1: Example Table - for reference

GOAL EXAMPLE: To implement a community air quality measurement system for Community XYZ by 2028.		
Outputs		
Objective (or Activity) & Target	**Output Measure(s)**	**Method(s) of Measurement**
install 5 monitors in 5 different places (example)	*# of monitors installed*	*Community and program representatives complete site visits and document status, using a form (to be developed).*
Hold 2 engaging community meetings (example)	*# of meetings completed* *# people attended* *# Attendee satisfaction*	*Review of calendar* *Attendance logs* *Instant likert-scale survey*
Outcomes		
Outcome/ Description of Impact	**Outcome Measure (if applicable)**	**Method(s) of Measurement (if applicable)**
Residents of Community XYZ have increased their understanding of how PM2.5 being released from the local factory affects the health of their children. (example)	*Change in knowledge*	*Conduct pre- and post-surveys, using validated instrument, to measure change in knowledge about this topic.*

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2 Table 2. Template for completion

Step 1: Write the goal - for which your evaluation plan is based - in the box (or use one of our examples)

What is one goal for your project? {Write in this space.}

Sample GOAL 1: Develop a coalition to advance environmental protection laws in City B by 2030
Sample GOAL 2: Increase canopy coverage in Lala Park by 30% by 2025
Sample GOAL 3: Win a lawsuit to make Manufacturing Facility X financially accountable for the environmental damage caused by their spills, by 2028.

Step 2: In the table below, please add:

- 2 objectives/activities, and 2 outcome descriptions that can be used as a way to determine the effectiveness of your program
- Output measures and outcome measures that will indicate that the output or outcome was achieved.
- Method of measurement for each output/outcome measure.

OUTPUTS AND OUTCOME MEASURES, AND METHODS, BELOW ARE ASSOCIATED WITH YOUR GOAL		
Outputs		
Objective (or Activity) & Target	**Output Measure(s)**	**Method(s) of Measurement**
Outcomes		
Outcome/ Description of Impact	**Outcome Measure (if applicable)**	**Method(s) of Measurement (if applicable)**

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