A Guide for Developing an Education Evaluation Plan

All evaluations are designed to assess whether the objectives of the project have been met.

As the objectives of each project are unique, there is no “pre-packaged” evaluation plan that you can use to evaluate a program. Every evaluation plan is unique and needs to be designed to measure the specific objectives of the project.

Here are some simple guidelines to help you develop an evaluation plan.

**Steps to Develop your Evaluation Plan**

1. Identify your overall goals for the project.
2. Identify specific, measurable objectives to be achieved for each goal.
3. Identify the activities that you will carry out to achieve each of the objectives.
4. For each activity create at least one measure to assess how well it was implemented, e.g., the number of participants who attended a workshop, a survey to measure how satisfied the participants were with the workshop.
5. For each activity, create at least one measure to assess the impact of the activity and determine whether the goal was achieved.
6. Create a timeline for evaluation plan.
7. Create an action plan for how the results of the evaluation will be reviewed and used, e.g., an advisory board or program sub-committee might review the evaluation results and recommend changes where appropriate.