

ST. LEONARD'S COMMUNITY SERVICES

Function: Planning
Policy: Addendum 7 Final Evaluation Report Template
CMHO Standard(s):
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Addendum 7

Final Evaluation Report Template

Title Page

- Project title is clear and concise.
- Authors' names and affiliations are clearly identified.
- Date of preparation/submission is included.
- Title identifies what was evaluated and may include target population.

Executive Summary (Must be in language that is understandable to the public at large)

- Brief description of the program/project evaluated.
- Evaluation question(s) and purpose of the evaluation.
- Brief description of methods used (e.g. data collection used, i.e. psychometric tools, surveys, interviews, focus groups).
- Summary of main findings.
- Summary of implications of the findings.
- Summary of recommendations.

Table of Contents

- Purpose of the evaluation and questions asked.
- Description of the program/project to be evaluated.
- Identification of the target population for the program/project and relevant stakeholders for the evaluation.
- Review of related research.

Methodology

- Design of the evaluation, including sample size and timing of data collection (i.e. pre/post, follow-up).

- Methods of data collection, including a description of data collection instruments (e.g. copies of surveys, interview questions, completed program plan template should be included as appendices).
- Sources of information and data (e.g. staff report, parent report, child/youth self-reports, file review).
- Evaluation limitations (e.g. related to methods, data sources, biases, etc.)

Results

- Evaluation findings are clearly described.
- If used, charts and graphs are clearly labeled and depicted; they are identifiable and understandable.
- Discussion of findings is objective.
- All evaluation questions have been addressed. For those questions not addressed, an explanation has been provided.

Conclusion and Recommendations/Next Steps

- Discussion and interpretation of findings.
- Conclusions reflect the findings.
- Recommendations based on the findings.
- Lessons learned from the evaluation activities.
- Impact of having done this evaluation on clients served, staff and organization as a whole.
- Next steps.

Knowledge Exchange Plan

- Overview of the knowledge exchange activities relating to this program/project.
- Knowledge exchange activities accomplished to date.
- Further plans regarding knowledge exchange activities.