Evaluation report template

Writing assessment reports helps you share major findings and suggestions with internal and external stakeholders. Reports can be used to suggest changes to how you work, to communicate your value to the funder, or to share good practices with other organizations. It can also be a starting point to report in a creative format. You need: data you've collected and analyzed the understanding of people who will read your report of a useful colleague to read your draft. 1 Think about the people you're reporting so you can tell them what they need to know. You should consider: what kind of information they need (for example whether they need to know more about the differences you have made or the way in which you have delivered your work) how do they want the information to be submitted (for example as a schedule, case study or infographic), and when they need information and what you want them to do as a result of whether there is any access required for you to consider (for example the report is a screen reader?). 2 Having a clear structure makes your report easier to read. Before you write, plan your small titles and titles. Most assessment reports will include the following sections. Executive summary: a major synopsis of findings and Introductory recommendations: a brief description of what you evaluate, the purpose of your assessment and the methods you have used (e.g. surveys, interviews) Findings and discussions: information on what you present, how you deliver it and what results occur Suggestions: actions to be taken to respond to the findings of assessment 3 Reports will vary depending on your work type , but you may need to include findings about: results - the result of what has been achieved, which and in what circumstances. You should also report the intended results that have not been achieved output – what has been communicated, when and to whom. You should also report how beneficiaries are satisfied with your output process – information about how you deliver your output. You may need this information to explain why something works well, or why it doesn't work. Describe and interpret your data In your report, you should describe your data and interpret it – analyze your data before you start writing will help with this. Description means presenting what data tells you. You may explain, for example, what results are achieved, by whom and under what circumstances. Interpretation moves beyond description to say what the data means – make sure you word your report clearly so that the reader can tell when you describe the data and when you interpret it. help you interpret data, you can: make connections, search trends, patterns, and links. For example, if two groups have very different outcomes, what factor might lead to this? puts data in a meaningful context. The numbers don't speak for themselves. Is 70% good or bad? How To Know? When you interpret your data, you can discuss: why the results are reached, or not reached. Understanding this can help you decide on future service planning. Many funders will also be curious about this what works and what doesn't. Knowing about this will put you in a good position to improve your work. It may also be useful to share with partners or funders to improve practices in sector answers to your assessment questions. When you plan your assessment, you may have two or three key questions you want it to answer. For example, you may want to know if your service works just as good for all groups. Use subchemets to structure your ideas Subdelicate will make your report clear for your readers. Looking back at your evaluation framework or change theory can help you generate ideas for countdown. It often makes sense to have a sub-expand for each intended outcome. Sometimes you will collect data about the same results from a variety of different sources such as questionnaires, interviews, observations or secondary data. When you analyze your data, you may see each source separately. In your report, it usually makes sense to write about all data related to each result together (rather than having separate sections on data from different sources). Choose how to present your data Common mistakes is to try to present all your data, rather than focusing on what matters most. It helps to downsize what people read your report needs to know. It is also important to figure out how you will present your information. You can consider the following. Which key numbers should your audience know? Determine whether to report using a percentage, average or other statistic. Think about whether you need to compare based data for different groups. You may want to see if men are more likely to experience outcomes from women, for instance. Read our guide to analyzing quantitative data. Which quotes will help you describe your theme? Choose a quote that brings your results to life. Don't choose too much or they'll distract the reader from the point you want to make. Have a typical mix of reactions and that don't fit your categories easily. Read our guide to analyze qualitative data. What visual help would you use? Diagrams, graphs or charts should be used to highlight the most important information, rather than less relevant information. It's very easy to diagrams confuse your audience. Here are some examples of misleading charts. If you think diagrams may be confusing, it is better to leave it. As far as possible, submit data that has been analysed or summarized rather than raw data, to make it as easy as possible to follow by readers. 4 It is important to write accurately and clearly so that your report can be easily understood and not misleading. Transparent Being transparent means open what you can and can't say, and clear on how you reach your conclusions and about the limitations of your data. You can find more about this in inspiring the Impact Code of good impact practices (pdf, 496KB). Just as it's important to minimize bias when collecting or commenting on data, it's just as important to minimize bias when reporting. Avoid overlapping your role in making a difference. Your work may not be solely responsible for the results that have occurred for the individual or organization you have cooperated with. Remember to report evidence of any other contributing factors (e.g. support received from other organizations or other resources). Choose case studies carefully. Assessment case studies are not the same as marketing case studies. They should describe your learning points, not just the best of what you do. You won't have a representative group of case studies, but as far as possible, choose a case study - and quotes - that reflect the various responses you have. Explore alternative interpretations or links. Sometimes, the data is vague and there may be more than one interpretation. We are all exposed to 'verification tendencies' - paying more attention to data that corresponds to our existing beliefs. It is important to find and talk about interpretation or a reasonable explanation of your data. Explain about your data limitations. If there are groups you can't hear, or your samples are over or less representing specific groups, say so. Open about your sample size. In general, the smaller your sample, the less capable you make public about everyone in your target group. Report negative findings. If the data indicates something isn't working or the results haven't been reached, don't ignore it. Reporting negative findings will help your audience use assessments to learn and improve them. Check anonymity and consent When you collect your data, respondents will say whether they want to remain anonymous (most do) and whether you should check with them before using quotes or case studies in your report. Make sure you do any checks a lot of time before you need to complete the report. Depending on the size of your sample and how easy it is to identify an individual, you may need to do more than just change the name to make someone anonymous. You may need to change their age or other identification details, or remove references to anything that will allow people to identify them as individuals. Use clear and accurate language assessment reports that may be possible in their words. Be particularly about using the word 'proof' or To 'prove' something requires 100% certainty, which you may not have. 'Show', 'show', 'show', 'suggest' or 'is proof for' is a useful alternative phrase. Keep your language simple and simple. Remember to describe any terms your audience might not recognize. 5 You may be one of the most important parts of your report. A good recommendation will make your evaluation discovery more likely to use. Proposals are more likely to be implemented if they are: backed by evidence - it's clear how the proposals build major findings. It can help to structure recommendations in the same order as key findings to help readers understand the basis of evidence for each specific - saying exactly what actions to take and when in user control of the assessment - make sure that individuals or groups have the power and ability to take forward what you propose realistic and achievable - recommendations should be implemented. You can categorize it where that is easily implemented and the less so. Tougher proposals may require budget changes or staff. This should still be noted, but supposedly their implications are prioritised - it's useful to show some priority for action. You can, for example, divide your suggestions into 'important' versus 'options' or 'for consideration' versus 'for action'. Make sure the number of suggestions you include can be achieved. 6 You can engage other staff, heirs and external stakeholders at several points. For example, you can share drafts of your reports and ask them to help you refine your conclusions. The 'co-production' of these findings could be a valuable interpretation and results you might not think of. You can also submit suggestions by sharing findings with stakeholders and asking them to suggest and prioritize suggestions. If you do this, be careful to guide people to based on their recommendations on the evidence, and not their own interests or preparations. 7 Allow time for some draft reports and make sure that there are people available to check reports for you. It would be good to see someone with a 'fresh eye'. If a report is widely shared, you can have someone from outside your sector checking the draft to make sure it's clear for an external audience. To complete the report, leave time for proofreading and editing, review references, and design and print if needed. You may include your data collection tools in attachments – this can help other organizations working in your field to improve their assessment. More information This was contributed by the NCVO Charitable Assessment Service, StudySaurus and produced as part of the Inspirational Impact - a UK-wide collaboration program that supports the impact in the voluntary sector. Sector.