Sample Evaluation Report Outline

Executive Summary
Concisely states the most important and useful findings of the report.

Introduction
States the scope of the evaluation, at a minimum:
- A brief articulation of the intervention being evaluated
- The purpose and primary objectives of the evaluation.
- The audience
- Your research questions

Background
Explains the setting, target population, and the basis of the program. The description of the program should include:
- The scope of the problem
- Key formative research insights
- The programmatic approach and rationale
- Description of program tactics
- Program objectives and anticipated impact

Methodology
Describe how the evaluation was carried out. These sections should include:
- Research questions
- Description of sampling methodology
- Description research methodology
- Description research instruments
- Description and rationale of any statistical analyses

Findings or Results
Presents findings about program performance, outcomes, and impact.

Conclusions
States the evaluator’s interpretation of findings.

Recommendations
Proposes actions, based on conclusions.

Lessons Learned
Describes implications for similar programs in different settings or for your own program’s future activities.

Unresolved Issues
States what remains to be done or examined and poses unanswered questions.

Annexes
Offers additional material that explains evaluation methods, data collection instruments, schedules, persons interviewed, documents reviewed, statistical tables, and list of acronyms.