

## Evaluation – good practice guide

### Writing up the evaluation

Writing up the evaluation and sharing your findings is a really important step in an evaluation. Pulling the findings together and discussing them is the ‘evaluation’ part of an evaluation, so it is essential to allow adequate time and resources for this step. You might need to prepare different products for different stakeholders (e.g. a plain English summary of findings for participants, and a presentation for program staff) but it is likely that you will need to produce an evaluation report.

### An evaluation report should include:

1. The social issue or need addressed by the program.
2. The purpose and objectives of the program.
3. A clear description of how the program is organised and its activities.
4. The methodology – how the evaluation was conducted and an explanation of why it was done this way. This should include what surveys or interview questions were used and when and how they were delivered (and a copy should be included in the appendix).
5. Sampling – how many people participated in the evaluation, who they were and how they were recruited.
6. Data analysis – a description of how data were analysed.
7. Ethics – a description of how consent was obtained and how ethical obligations to participants were met.
8. Findings – what was learnt from the evaluation (and what it means for the program) and how do the results compare with your objectives and outcomes.
9. Recommendations – detailed and actionable suggestions for possible changes to the program or service that have come from the findings.
10. Any limitations to the evaluation and how future evaluations will overcome these limitations.