Evaluation Planning Worksheet Template

Project Name:		
Project Manager:		**Date of Plan**:

Purpose of Evaluation	**Justification**: **Desired end results**:	
Stakeholders involved		
Process Managers:	●	
Process Users:	●	
Others:	●	
Data Collection Methods to be used:	●	

Evaluation Meetings planned		
Meeting Dates	**Meeting Purpose**	

Evaluation Team Points of Contact		
Name	**Contact Information (phone, email)**	**Time Zone**
Budget for Evaluation Activities:		

Timeline for Reporting on Evaluation Results	
Schedule/Date	**Milestones to be Achieved**