



**COOPERATIVE  
EXTENSION**

# Program Evaluation

## An evaluation report

TIPSHEET

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Below are important concepts to consider for an evaluation report, depending on the stakeholder. Assuming it is important for that stakeholder, do the following: If you can answer “YES,” the report is in good shape with respect to that particular question. If the answer is “MAYBE” or “NO,” this indicates a flaw in the report or the evaluation upon which the report is based.

	YES	MAYBE	NO
<b>1. PURPOSE of the evaluation</b>			
Who specifically is this evaluation report for? (name, names/titles)	___	___	___
For this stakeholder (and other stakeholders?), what questions are to be answered by the evaluation?	___	___	___
Why these questions?	___	___	___
What actions are anticipated or decisions?	___	___	___
How is the evaluation funded?	___	___	___
<b>2. Information about the PROGRAM</b>			
What problem/opportunity is the program responding to?	___	___	___
What are the program’s specific objectives?	___	___	___
What is the principal content of the program?	___	___	___
How is the program delivered to clients?	___	___	___
Client and staff characteristics.	___	___	___
Any changes in the above during time frame of the evaluation?	___	___	___
<b>3. The EVALUATION METHOD</b>			
What people participated?	___	___	___
What time periods are sampled?	___	___	___
What is the data collection method and tool(s)?	___	___	___
Attach a copy?	___	___	___
Was it tested before it was used?	___	___	___
Any departures from expected procedures?	___	___	___
Any limitations caused by this method and tool(s)?	___	___	___
<b>4. RESULTS</b>			
What were the expectations of the program? Whose expectations are they?	___	___	___
Show findings around evaluation questions. (If not, findings can be boring.)	___	___	___
Use tables and charts to describe findings.	___	___	___
How do findings compare to intended outcome? (The judgment step of an evaluation.)	___	___	___
Include possible explanations of why results were influenced by factors other than the Extension program.	___	___	___
<b>5. IMPLICATIONS</b>			
Describe what can and should be done differently in the program based on results of evaluation.	___	___	___
Have you included the recommendations of stakeholders?	___	___	___
Implications for participants.	___	___	___
Implications for the environment.	___	___	___

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The reference citation for this Tipsheet is: Kiernan, Nancy Ellen (2009). An evaluation report. Tipsheet #91, University Park, PA: Penn State Cooperative Extension. Available at: <http://www.extension.psu.edu/evaluation/pdf/TS91.pdf>.

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