

Tool 6. EVALUATION PLANNING TABLE

<p>1. Evaluation timeplan</p> <p>How long will it take to complete each of the following activities/tasks ?</p>	<p>1. Development of the evaluation concept and preparation of the evaluation research (preparation of research tools, organisation of the study):</p> <p>2. Collecting information/data:</p> <p>3. Analysis of the collected data (qualitative/quantitative):</p> <p>4. Preparation of the report:</p>
<p>2. Available resources that can be used to conduct the evaluation</p>	<p>a) Human (number and competences of people needed to conduct the evaluation)</p> <p>b) Time (how long will it take to complete the evaluation)</p> <p>c) Financial (what financial resources do you plan to allocate for evaluation, e.g. a percentage of the project budget):</p> <p>d) Information (what data needed to answer the evaluation questions are currently available, what reports, documents, statistics can you use?)</p>
<p>3. Form of presentation of evaluation findings</p> <p>(e.g. report, multimedia presentation, infographics)</p>	

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