Implementation & Adaptation Guide



# Evaluating and Summarizing Impact and Effectiveness

Use this table to create your own Evaluation Summary:

|  |  |
| --- | --- |
| Issue | Summary of Results re: Issue |
| Key Gap  |  |
| Most important outcomes |  |
| Other Effects (including any unintended effects) |  |
| Results over time (and over setting or staff as appropriate) |  |
| Key Lessons Learned |  |
| Other |  |

Your evaluation should answer these important questions:

What was the key need or gap this program was designed to address? How successful was it in closing this gap?

What were most important outcome(s)? Describe results on these and provide an example, using both quantitative and qualitative data (including quotes and stories).

What are the effects on other outcomes and unanticipated effects? Describe any surprises and any impact on other priority areas.

What are the results over time and the effects of any adaptations made?

What are the lessons learned during program delivery?

What were the costs and budget impact, from multiple perspectives? This needs to be presented in a way that addresses priorities of and what leadership considers key values and priorities.