

COMMUNICATION AND REPORTING PLAN WORKSHEET

Use this worksheet to think about the different audiences for your evaluation findings, and their information needs over the course of your evaluation.

Program or Initiative:								
Evaluation Purpose:								
Audience or Stakeholder Group:	What information is useful for this group?	Purpose of communicating with this group during the evaluation (check all that apply):			Purpose of communicating with this group at the conclusion of the evaluation (check all that apply):			Priority (Low-Medium-High)
		Include in evaluation planning	Inform about upcoming activities	Keep informed of evaluation progress	Inform about evaluation findings	Gather support for change or improvement	Demonstrate accountability for results	

Adapted from Torres, R. T., Preskill, H., & Piontek, M. (2005). *Evaluation strategies for communicating and reporting: Enhancing learning in organizations*. Thousand Oaks, CA: Sage Publications.