

COMMUNICATION AND REPORTING PLAN WORKSHEET

Use this worksheet to think about the different stakeholders in your evaluation, and their information needs over the course of your evaluation.

Program or Initiative:								
Evaluation Purpose:								
Stakeholder Group:	What information is relevant and useful for this group? How does the work affect them?	Goals of communicating with this group during the evaluation (check all that apply):			Goals of communicating with this group at the conclusion of the evaluation (check all that apply):			Priority (Low-Medium-High; <i>focus on those most affected</i>)
		Empower in evaluation process	Involve in upcoming activities	Inform 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.