



Sample Evaluation Plan

ABC Youth Employment Project

Output or Outcome*	Tool	Methodology	Where will you keep the data?	Analyze	Who
<i>Identify output or outcome (from RMF Program-Level Indicators)</i>	<i>Example: Survey, Publicly available data, secondary data source</i>	<i>Identify who will take it, when will they take it, where will they take it</i>	<i>Example: Database, excel spreadsheet, will it be saved on the server?</i>	<i>Example: Monthly, quarterly, after every event, yearly</i>	<i>Identify at least two people who are responsible for collecting data</i>
95% of youth attend all employment skills trainings and work days	Program attendance	Participants will sign-in to all program sessions; program staff will collect sign-in sheets.	Paper sign-in sheet data will be transferred to Excel Spreadsheet saved on server.	Monthly	Program Director Team Leader
Board and maintain 40 blighted properties in neighborhood	Property Audit	Program Staff will update Property Portal each month.	Property Portal	Monthly	Program Director Evaluation Consultant
Youth have improved job competence	Self-perception for adolescents survey** Employability skills survey**	Youth participants will take both surveys at beginning and end of program year at ABC office.	Excel Spreadsheet saved on server	Yearly	Program Director Team Leader
Neighborhood has maintained properties	Property Audit	Program Staff will update Property Portal each month.	Property Portal	Twice per year	Program Director Evaluation Consultant

* Sample only includes two outputs; all outputs and outcomes from logic should appear on Evaluation Plan.

**Parental consents for data collection and use included in program enrollment materials.