EVALUATION PLAN CHECKLIST

Use this checklist to create your evaluation plan.

Program: _____

Task	Notes
☐ Define your evaluation goal(s).	
☐ Identify type(s) of data to collect.	
☐ Decide when to collect data.	
☐ Determine if you need specific technical support from an evaluation vendor.	
☐ Identify who is responsible for data collection.	
☐ Determine if and when you need to seek institutional Review Board Approval for research with human subjects.	
☐ Specify how you will ensure accurate and confidential data collection.	
☐ Identify who is responsible for analyzing the data and what method they will use.	
☐ Determine how you will report and share findings.	
☐ Determine how and when you will use findings to revise the intervention or your method of evaluation.	

Vision and Eye Health: A Toolkit for Public Health Agencies and Their Partners