

Program Evaluation Report Outline

1. Executive Summary

- Purpose of the Evaluation
- Summary of Key Findings
- Summary of Key Recommendations

2. Introduction

- Background and Context
- Purpose and Objectives of the Evaluation
- Intended Audience(s)

3. Program Description

- Program Overview
- Goals and Objectives
- Key Activities and Components
- Target Population

4. Evaluation Methodology

- Evaluation Questions
- Evaluation Design
- Data Collection Methods
- Data Analysis Methods
- Limitations

5. Findings

- Findings by Evaluation Question
- Outcomes and Results
- Unexpected Findings

6. Conclusions

- Summary of Main Findings
- Interpretation in Context
- Lessons Learned

7. Recommendations

- Actionable Recommendations
- Implications for Future Practice

8. Appendices

- Data Collection Instruments
- Detailed Tables or Figures
- Additional Documentation