Worksheet 12.3 Template for Stakeholder-Focused Implementation Monitoring Report

[Logo, illustration, or other picture here]

Note: The report will be more visually appealing if you coordinate the colors used with the organization’s logo; use these same colors in charts.

Implementation Monitoring

Evaluation Report

[Template\*]

[Date]

[Name of writers or compilers]

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**EXECUTIVE SUMMARY**

The executive summary contains a complete overview of the program and the major findings in the order that they will be presented throughout the document. The idea is to define the problem and provide a potential solution to the identified problem.

The idea is to say as much as possible in the fewest amount of words. The executive summary is not meant to be comprehensive and should be the length of about 5–10% of the whole report. It is designed to help with decision making for people who will not have time to read the whole report or are deciding if it is necessary. This should be useful for people, including funders, politicians, and policy makers.

*Include a short overview about the organization and/or program.*

**INTRODUCTION**

The introduction will provide an overview of the program being implemented. This will likely include location, audience, key components, and funding. This section will also briefly describe the geographical, socioeconomic, political, environmental, and historical context and setting, as relevant to the initiative. Understanding context is critical to understanding the evaluation.

A full description of the initiative allows an external person to have a better understanding of what was done.

Consider including the following:

* The issue and how it was addressed
* Overall goal, purpose, and specific objectives of the initiative
* Who the initiative was aimed at
* Setting and context for services and activities
* What services and activities took place
* Who was involved in providing the services/activities
* Involvement of other organizations, sectors, and community people (as applicable)

The introduction should also include an overview of the evaluation purpose and evaluation questions.

**Key Findings**

*Summarize the most important findings in two or three phrases and insert here.*

**FINDINGS**

The findings section presents the results. A summary of the data is presented and explained in this portion of the document. Usually, an evaluation will contain a mix of qualitative data and quantitative data.

*Identifying performance indicators for the program*. Identify implementation monitoring indicators (i.e., fidelity, completeness, reach, contextual factors, and recruitment as applicable to the implementation monitoring plan).

*Presentation of quantitative results with data tables, pie charts, and or graphs where appropriate*. Presentation of qualitative data as descriptive themes and allow the voice of the people who were a part of the evaluation to be heard while considering the confidentiality of the informants.

If relevant, report on any unexpected outcomes.

Lessons Learned and Recommendations

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Key points presented in bulleted form

**LESSONS LEARNED AND RECOMMENDATIONS**

This section of the report is a compilation of lessons learned throughout the program evaluation. Through a collaborative discussion with the program leaders, staff, and evaluators the evaluation results are reviewed and lessons learned/recommendations developed. Ideally this occurs throughout the life of the project and evaluation with a summary included in this final report.

Documenting lessons learned provides information for ongoing improvement of the program as it is being implemented.

Lessons-learned questions:

What worked well—or didn’t work well—either for this project or for the project team?

What needs to be repeated or done differently?

What surprises did the team have to deal with?

What project circumstances were not anticipated?

Were the project goals attained? If not, what changes need to be made to meet goals in the future?

Should this project in total or specific elements be implemented in the future?

**SUMMARY**

The summary portion of the report is intended to report the main information in a condensed form. This portion will be written with the perspective that the project is complete and will include the purpose of the project and report and why it was performed.

It will include a brief description of the problem and how it was solved, along with the research methods used throughout the program and an explanation of how the information was gathered and analyzed. This portion will also answer the question, “What did you find out?” Key results and findings will be reported.

**Evaluation Measures**

List evaluation measures here

**EVALUATION MEASURES AND METHODS**

The following section describes each evaluation measure, procedures for administering them, and corresponding analytical approaches to address evaluation questions or objectives. For each tool, describe when it was completed, how it administered, who completed it, and how it was summarized. Measures and tools could include mailed or online surveys, in-person or online interviews, and focus group guides.

**APPENDIX**

Include copies of the logic model, data collection tools, detailed data tables, results of statistical analyses, and other items, as appropriate, that would interrupt the flow of the main report.