

Final Report – Evaluation

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There are many options for reporting on your evaluation. Have a look at the Report Menu to get some ideas about the format that you might want to use.

Evaluation Reporting Menu

Style and Format Options

- Executive summary followed by a full report
- Executive summary followed by a few key tables, graphs and data summaries
- Executive summary followed (data available to interested parties)
- Different reports (or formats) for different audiences
- Newsletter article
- Professional brochure
- No written report; only oral presentations
- Oral briefing with charts
- Short oral summary with question period
- Discussion groups based on prepared handouts
- Written and oral combinations

Content Options

- Major findings only; focus on data, patterns, themes, findings and results
- Findings and interpretations with judgments of merit or worth (no recommendations)
- Recommendations backed up by judgments, findings and interpretations

Authors of and Contributors to the Report

- Evaluator as sole author
- Collaborative report coauthored by evaluator with others involved in evaluative process
- Report from primary users written on their behalf by the evaluator
- Combinations of authorship and ownership

Perspectives Included

- Independent and neutral evaluator
- Primary intended users
- All major stakeholders (may be different from primary intended users)
- Program staff or administrators
- Review of evaluation by an external panel; meta-evaluation (e.g., accreditation)