Planning and Evaluation - A Step Process

Step # 1 **What Evaluation Question and Objectives Need Answered?**

Step #2 **What Information is Required?**

Step # 3 **What Information Sources for Obtaining this Information is Available?**

Step #4 **What Methods will be Used for Collecting the Information?**
By Whom
Conditions
When

Step # 5 **Information Collection Arrangements Needed?**

Step # 6 **What Analysis Procedure will be Followed?**

Step # 7 **Interpretation Procedures and Criteria Used Include?**

Step # 8 **Reporting of the Information Gathered:**
To whom
How
When

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