

Instructions: Use Worksheets 2 and 3 to help you fill in the first two columns below. Then determine which data collection methods you will use to answer your research questions in the third column. If necessary, use the example in Stage 1 Step 5 as a guide. Remember: You may often use the same data collection methods to answer multiple research questions for multiple objectives.

Program/Initiative:

Beginning and Ending Dates:

Staff Members:

Objective:		
Program Activities <i>(From Worksheet 2: Program Work Plan)</i>	Research Questions <i>(From Worksheet 3: Writing Research Questions)</i>	Data Collection Methods

Worksheet 5: Data Collection Planning

(Copy one page for each objective.)

Instructions: Use this worksheet to document each data collection method, who will collect each type of data, the specific evaluation activity that will take place, and when each evaluation activity should be completed. Use the example in Stage 1 Step 5 as a guide, if necessary.

Program/Initiative:

Beginning and Ending Dates:

Staff Members:

Objective:														
Data Collection Method <i>(From Worksheet 4: Evaluation Planning)</i>	Evaluator <i>Internal or External</i>	Evaluation Activity	1-Year Time line for Data Collection <i>(When should the task be completed?)</i>											
			J	F	M	A	M	J	J	A	S	O	N	D