

**Data Collection Worksheet**

**Recap of Evaluation Plan**

Outcome(s) or Question(s) \_\_\_\_\_

\_\_\_\_\_

Indicator(s) \_\_\_\_\_

\_\_\_\_\_

**Data Collection Strategy**

**Who:** Target Audience(s) \_\_\_\_\_

Sampling or Selection Process: \_\_\_\_\_

**How:** Instrument(s) (Remember the Four Ways to Collect Information<sup>1</sup>)

\_\_\_\_\_

\_\_\_\_\_

Protocol: time, place, request, etc. \_\_\_\_\_

Incentive, if any: \_\_\_\_\_

Optional, for class purposes: Note any potential bias and how you might control for the bias:

\_\_\_\_\_

Any Other Contextual Factors: \_\_\_\_\_

**What: A Few Sample Questions** (trace to Outcomes, Indicators, and Sampling)

1.

2.

3.

4.

\_\_\_\_\_

<sup>1</sup> Remember Innonet's Four Ways of Collecting Information: 1) Observing people, 2) Talking to people, 3) Getting written responses, and 4) Reviewing written records. [www.innonet.org](http://www.innonet.org).