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\(^1\))

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. _____________________________________________________________________

\(^1\) 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.