

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 Information¹)

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.