**ACTION PLAN FOR A SYSTEMATIC PROGRAM EVALUATION**

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| 1. **SECURE SUPPORT**
 | ***Who are the stakeholders? How will you engage them to support the evaluation? What challenges do you anticipate? How will you address them?*** |
| 1. **WHO WILL CONDUCT AND OVERSEE THE EVALUATION**
 | ***Will the evaluation be conducted by an individual, task force, or team? What staff or personnel will be consulted in the process? How will the evaluation be monitored?*** |
| 1. **PURPOSE**
 | ***Why are you conducting this evaluation? What are the purposes of it? How will the purposes meet the expectations of the stakeholders?*** |
| 1. **AREAS TO BE ADDRESSED AND EVALUATION QUESTIONS**
 | ***What specific areas of the program are to be judged? Create specific questions to be answered about these areas.*** |
| 1. **EVIDENCE AND DATA**
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| 1. **EVALUATION APPROACH**
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| 1. **DATA COLLECTION TECHNIQUES**
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| 1. **EVALUATION CRITERIA**
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| 1. **TIME, BUDGET RESOURCES**
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| 1. **REPORTING AND USE OF RESULTS**
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