**Worksheet 1**

Objective 1 - Types of Evaluation Questions

Instructions: Insert your organization’s evaluation questions in the table below. For each of your organization's evaluation questions, identify whether the question is a process question or an outcome question.

*Process questions:* Concerned with implementation. The goal is to improve your program.

*Outcome questions:* Concerned with program outcomes. The goal is to document program effectiveness.

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| **Evaluation Question** | **Process Question** | **Outcome Question** |
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**Worksheet 2**

Objective 2 - Types of Data

Instructions: Think about the types of data you will be collecting for your project. What kind of quantitative data might you collect?  What kind of qualitative data might you collect?

*Quantitative Data:* Data that can be measured numerically.

*Qualitative Data:* Data that cannot be measured numerically.

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| **Quantitative Data** |
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| **Qualitative Data** |
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**Worksheet 3**

Objective 3  - Data Collection Methods

Instructions: Think about data collection methods you might use to gather data for your project. What method(s) might be best to gather the quantitative data you identified?

What method(s) might be best to gather the qualitative data you identified?

Data collection methods could include documents and records, interviews, focus groups, observations, and/or surveys.

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| **Methods for Collecting Quantitative Data** |
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| **Methods for Collecting Quantitative Data** |
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**Worksheet 4: PUTTING IT ALL TOGETHER**

**Indicator 2:**

**Indicator 4:**

**Indicator 1:**

**Indicator 3:**