Evaluation Report Example

We are unable to provide a full report due to client anonymity, but the following table of contents demonstrates how an evaluation report might be set out. Notes in italics suggest what might be expected in each section. Obviously, if your client / partner has particular expectations of how the report should be set out, be guided by this also.

Contents of an evaluation report

Executive Summary
An executive summary at the start can be helpful in summarising the report in a couple of hundred words. It should describe the evaluation criteria or research problem that was tackled, how it was approached and a summary of key findings.

Introduction
An introduction should set the context of the partners that you worked with, and their evaluation or monitoring needs. If these evaluation requirements are partly set by their funders, then this should also be made clear. It is likely that you will describe the evaluation criteria here i.e. what is being evaluated. If these criteria have not yet been clearly established by your partner/client or their funders, then it is the evaluator's job to clarify these with the client.

1. Evaluation Methods
This section describes the methods you used to evaluate the project, so you might start by a short paragraph describing how methods were chosen e.g. whether in discussion with the client. You might also describe the calibre and experience of your researchers in carrying out such methods.

1.1. Quantitative data
In this case, the work involved gathering quantitative data, data relating to statistics or numbers. This would describe how it was gathered, and what was gathered.

1.2. Semi-structured interviews
Where interviews are used, describe who was interviewed, how they were recruited, the approach of the interview, and how that was gathered as data e.g. recorded and transcribed

1.3. Website evaluation
Sometimes a product or online space will require evaluation too, especially if it is a key part of the project deliverables or method of project dissemination. This might be evaluated as an expert review, by a researcher, or with participants.

2. Key Findings

It should be clear how data was analysed to then result in findings. An introduction here would also clarify how the themes emerged from these findings, and should seek to lead with positive outcomes of the reporting first.

In each of the subsections below, the main point of the themed finding should be made first, before demonstrating how this is evidenced from the data. This might involve referring to quantitative data, such as how many people used the website in a time period, suggesting public engagement. Or it might call on qualitative data, such as referring to a general sense of satisfaction with the project, and then illustrating this more concretely with a few quotes from participants (anonymised if necessary).

The 'Mitigation strategies' presented here suggest in concrete terms and some fine detail how some of these challenges might be met in the future.

2.1. Achievements & success stories

 2.1.1. Reach, inclusivity & cultural diversity

 2.1.2. Public engagement & community building

 2.1.3. A sense of belonging to a sustainable community

2.2. Main challenges of co-designed & co-produced research

 2.2.1. Negotiating dissonant agendas and workload issues

 2.2.2. Administrative and procurement processes

 2.2.3. Working with the HLF and with HLF-funded groups

2.3. Mitigation strategies

Concluding Thoughts & Recommendations

A conclusion should summarise the main themes, noting how the questions of the criteria evaluation have been addressed in the report. It can also afford to be more generally and widely reflective of the project, and make recommendations with a view towards future or ongoing activity of this kind for the client.