# Pre-Writing Worksheet for Final Evaluation Reports

**\*For internal use only**\*

Use this worksheet to begin outlining the significant details that you will include in your FER. **This document is not to be turned in as a deliverable**! It is only a tool to help you organize and clarify what you want to include in the report.

## Aim & Outcome [4 points]

Copy the objective language from your plan in OTIS:

* 1. Was the objective met? Yes/No/Partially
  2. In one or two sentences, explain what, if anything, was achieved:

## Background [12 points]

* 1. Rationale
     1. What data exists that points to the problem or need for this objective?
     2. Which populations in our community are affected by this problem?
  2. Role of community
     1. If you conducted CX, who participated in the CX process? Be specific in listing roles of participants in the community.
  3. Has any previous work on this topic been done in this jurisdiction? Yes/No
     1. If yes, how/when/where:
     2. What has already been accomplished toward this indicator?

## Evaluation Methods & Design [8 points]

* 1. Is the evaluation design non-experimental or quasi-experimental? This information should be in the evaluation narrative for the objective.
  2. Look back at the objective. What is the evaluation plan type? (Adoption only, adoption and implementation, other without measurable outcome, other with measurable outcome, etc.)
  3. Does the evaluation design include outcome data, or process data only? List process and outcome activities:
  4. Use the table to fill in key evaluation activities (Purpose/sample/instrument source/analysis method/timing/waves). This information is available in the evaluation activity plan of each objective. <https://tobaccoeval.ucdavis.edu/sites/g/files/dgvnsk5301/files/inline-files/20170511-eval-activities-table-template-001-02%20%281%29.docx>
     1. Key point: what constitutes a “wave” <https://tobaccoeval.ucdavis.edu/sites/g/files/dgvnsk5301/files/inline-files/MultipleMeasures.pdf>

## Implementation & Results [24 points]

* 1. Purpose/timing/scope
     1. Use the timeline graphic or something similar to fill in key intervention and evaluation activities in chronological order: <https://tobaccoeval.ucdavis.edu/sites/g/files/dgvnsk5301/files/inline-files/20170511-intervention-eval-activities-chronological-SmartArt-template-001-02_000%20%281%29.docx>
  2. Facilitators/barriers
     1. Who/What helped move this objective forward? (e.g. coalition members, city council champion, other competitive grantees or agency partners)
     2. Who/What was a barrier to the objective’s success? (e.g. organized opposition groups, community detractors)
  3. Data viz <https://tobaccoeval.ucdavis.edu/data-visualization>
     1. Which data do you want to share as a visualization?
     2. Why is this data important enough to visualize? (If you can’t think of a reason, don’t make the data into a visualization.)
     3. What is the main takeaway from this data viz? Write it as a sentence:
     4. Sketch some chart ideas on the following blank page.
     5. Are there any powerful photos or materials relevant to the narrative that you could include as visuals?
  4. Utility of data/lessons learned/ linkages between activities
     1. How did evaluation activities inform ongoing efforts toward the objective? (e.g. key informant interviews identified champions/opposition)
     2. Look at activities listed in your timeline—how did one facilitate the next, and so on?
     3. Lessons learned—what would you have done differently if you could?
  5. Cultural competency/tailoring to audience
     1. What populations/audiences did you try to reach/work with?
     2. How did you tailor your efforts to meet their needs?
     3. <https://tobaccoeval.ucdavis.edu/culture>
  6. Communicating findings <https://tobaccoeval.ucdavis.edu/dissemination>
     1. Who are your stakeholders?/Who is affected by the findings/results of your objective?
     2. How are you sharing your findings with stakeholders? And when? Results should be shared with stakeholders throughout the timeline of the objective, not just at the end.
     3. Data Parties: <https://tobaccoeval.ucdavis.edu/participatory-data-analysis>

## Conclusions & Recommendations [8 points]

* 1. Look back at Aim & Outcome. Re-write the objective and end result here in your own words:
  2. List the reasons why the objective was met/not met/partially met:
  3. Which strategies or activities from Results were most helpful? List them here:
  4. What would you do differently if you could?
  5. Using **only** this information, write **three to five recommendations** for another project hoping to take on this objective. These sentences should be specific and actionable.

## Abstract [4 points]

* 1. You should write your Abstract **last.** Using everything you’ve gathered here, summarize your main points in **350 words or less**. Your Abstract MUST match the information in the report body.

## Appendix [4 points]

* 1. What data collection instruments, activity descriptions, or supplemental information were part of your work toward the objective? Include them as Appendices and cite them in the body of the report.

## Cover Page [4 points]

* 1. Title of the report:
  2. Name of Project/Organization:
  3. Name of Project Director:
  4. Project website:
  5. Project email/phone number:
  6. Funding cycle:
  7. Report Authors/Evaluation Firm:

Look over this worksheet before writing your FER. Is any information missing? Is anything unclear?