

NPCR Annual Evaluation Report Template

Note: Page number maximum is 2 pages. Please use the blank space next to sections 1-3 to document your evaluation progress.

Section 1: Evaluation Overview Provide 1-2 sentences on the evaluation purpose and context. <u>Includes:</u> • What is being evaluated? • What informed the focus of your evaluation?	
Section 2: Describing the Evaluation <i>(1 paragraph)</i> Explain your progress on addressing the evaluation questions. Summarize the evaluation design and where you are in the timeline of data collection and analysis. <u>Includes:</u> • Evaluation questions (answered and unanswered) • Evaluation activities that are planned and implemented	
Section 3: Major Findings, Achievements and Areas for Improvement <i>(2 paragraphs)</i> This should be the focus of your summary report. Briefly summarize key findings from your evaluation in the past year. If this is your progress report for Year 2, 3, 4 or 5, discuss how findings are similar or different from	

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previous results. Include minor and major achievements to date. Lastly, discuss any areas for improvement in program implementation based on findings.

Includes:

- Evaluation question results
- Comparison of results against previous findings
- Minor and major achievements to date
- Areas for improvement