

PADP 8640: Program Evaluation

Assignment notes for Final Evaluation Proposal

Submit on course @eLearning page on May 10th by 9:00am

For this assignment your evaluation team will present your final evaluation proposal, incorporating both your prior Plan and Design Memo and Impact Analysis Memo. Your final evaluation proposal should have the following elements:

1. Title page (1 page): Title of proposal, data, and team names

2. Table of contents (1 page)

3. One page summary (1 page): A brief summary of the contents of the proposal

[For sections 4 through 7, you are limited to no more than 22 pages, including all tables and figures]

4. Evaluation background/introduction: Introduce the problem, describe relevant background, and provide roadmap for rest of the proposal

5. Rationale/guiding research questions: Describe the research questions that this evaluation will seek to answer and provide the rationale for those questions. This includes implementation and impact questions.

6. Methods/Evaluation Approach: How will you evaluate program implementation and impact? There are several ways that you could organize this section. For instance, you could organize in terms of: (a) quantitative analysis; (b) qualitative analysis; and (c) discussion, or you could divide into subsections such as: (a) implementation analysis; (b) impact analysis; and (c) discussion, or you could have a section for each research question. Choose the format that provides the clearest way of presenting your team's proposal.

7. Project Schedule and Deliverables: What is your work plan for the evaluation, what will you produce, and when will each task be undertaken.

8. References (1 page [I presume])

9. Appendices:

a. Team qualifications and duties (1 page): You can use your own, or make up an evaluation team

b. Proposed budget (1 page)

c. Any other relevant items (no more than 4 pages), perhaps (but not necessarily) element such as a table linking your evaluation questions to questions from the RFP, a project timeline Gantt chart, a diagram of your evaluation approach, or a program logic model.

Formatting details:

- 12 point font with 1 inch margins
- Main body sections should be double spaced
- Pages beyond the established page limits will not be read or graded

