**Evaluation dissemination plan template**

| **Key Milestones** | **Expected Dates** |
| --- | --- |
| Statement of Work |  |
| Evaluation Design |  |
| Draft Report |  |
| Final Report |  |

|  |  |
| --- | --- |
| **Evaluation Title:** |  |

| **Audience** | **Goal** | **Tool/Medium** | **Forum** | **Responsible Party** | **Timing** | **Follow-up** |
| --- | --- | --- | --- | --- | --- | --- |
| *Identify stakeholders by asking” “Who is likely to be affected by the evaluation and its results? Who is likely to be interested?”* | *Are we simply pushing out information? Hoping to affect change? Contributing to the knowledge base?* | *These may include reports, briefs, presentations, blog posts, meetings, facilitated discussions, videos, journal articles, press releases, graphics, emails to listservs* | *Are there existing networks or venues through which findings should be disseminated? Or will communications be distributed directly to target audiences?* | *Who is responsible?* | *Is there a deadline?*  | *Did we achieve our goal? What was the result of the information-sharing? Any observable outcomes?* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |