TIMELINE TEMPLATE YEAR: 2024



Create clear parameters for data collection and reporting for the next year.
Who is the evaluation for?
Ensure any stakeholders and audience are clarified.

Start thinking about data to include from regular monitoring and what case studies you may want to highlight Plan how you might want to include steering groups that either already exist/new ones and who is represented within them. E.g. how might you include voices of people with lived experience etc. Work with your steering group and any commissioners to run through all aspects of the evaluation to review the past year/years of delivery and identify points of learning for the year ahead

QUARTER 1

QUARTER 2

QUARTER 3

QUARTER 4

MONITORING

PLANNING

Plot out any monthly/quarterly meetings, and input reminders for milestones and reporting deadlines to ensure data is analysed in time. PLANNING

Ensure consistent data collection to report on, on for contract management, as well as to pull together for evaluations later in the year **EVALUATING**

Plan how to collect extra information for evaluations such as case studies, service user feedback that will allow you to go beyond regular data analysis in your evaluation **EVALUATING**

Higher level look at past reports and regular data collection, as well as qualitative data, to evaluate service delivery and identify gaps/ways to improve. Learnings from feedback or data trends to improve service delivery

LEARNING

