

## Learning and Sharing Plan

It is important to take time out to plan the way that you will learn from your evaluation, and how you will share that learning with others. The best way to do this is to think about **why** the information is needed, **what** that information looks like, **who** needs to know it, and **when and how** they need to know it. You should do this when you start to think about your evaluation because it will influence the approach you take, but you should keep your plan at the front of your mind so that it can evolve over time.

Use this template to work through the key stakeholders for your evaluation, whether they are internal or external – and their needs.

Name of programme being evaluated:					
Who needs to know?	Why is the information needed? What will it be used for?	What is the information?	When is the information needed?	How should the information be supplied? In what format?	Action: who will be responsible for delivering this?
<b>Example: Trustees Senior Managers Team</b>	<i>Example: To inform decisions about running the xxx programme in future</i>	<i>Example: Outcomes measurement showing impact on young people</i>	<i>Example: 18<sup>th</sup> November 15<sup>th</sup> January  Annually thereafter</i>	<i>Example: Presentation to Trustees Presentation to SMT</i>	<i>Example: Name of person</i>
<b>Example: Policy manager writing grant application</b>	<i>Example: To feed into grant application for the xxx fund</i>	<i>Example: Outcomes measurement showing impact on young people  Evidence to show that the xxx programme is effective at engaging young people</i>	<i>Example: 28<sup>th</sup> February</i>	<i>Example: Year 1 evaluation report  Key findings document</i>	<i>Example: Name of person</i>
<b>Example: Programme development team</b>	<i>Example: To better understand the needs of people engaged by the xxx programme, so we can refine the activities we deliver</i>	<i>Example: Findings from case study work with young people to understand their motivations and needs</i>	<i>Example: Regular updates: at quarterly development meetings (January, April, July, October)</i>	<i>Example: Case study report  Key findings document</i>	<i>Example: Name of person</i>

Step 2

