### Worksheet 5: Drawing up an evaluation framework

Put your **activities** and each of their indicators in the table below. Use a separate row for each indicator so you can keep track of how you will collect each item of information.

| **Activities** | **Indicators** | **Targets (optional)** | **Data collection** | **Who by and when** | **Reporting** |
| --- | --- | --- | --- | --- | --- |
| ***Example:*** One-to-one therapeutic support for children/ young people | ***Example:*** Number of children/ young people receiving therapeutic support | ***Example:*** 120 children/young people receive support each year | ***Example:*** Attendance records | ***Example:*** Therapist after second session and at closure | ***Example:***   * Quarterly reports to management committee * Annual reports to funders |
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Put your **outcomes** and each of their indicators in the table below. Use a separate row for each indicator so you can keep track of how you will collect each item of information.

| **Outcomes** | **Indicators** | **Targets (optional)** | **Data collection** | **Who by and when** | **Reporting** |
| --- | --- | --- | --- | --- | --- |
| ***Example:*** Children/young people develop better coping skills | ***Example:*** How children/young people rate their coping skills | ***Example:*** 75% of children/ young people who give feedback report improved coping skills | ***Example:*** Child/young person’s self-assessment form | ***Example:*** Given out by therapist after second session and at closure | ***Example:***   * Individual reports for children/young people * Quarterly reports to management committee * Annual reports to funders |
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You may find it easier to do this in an Excel file, which you can create by copying and pasting the tables above into separate worksheets.