# Evaluation planning and reporting template

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| **Evaluation planning** | | | | | | | | | | | | | | | | | | | |
| Evaluation title |  | | | | | | | | | | | | | | | | | | |
| Author | Name | | | | | | | | | | Date plan completed | | | | |  | | | |
| Intervention description |  | | | | | | | | | | | | | | | | | | |
| Location(s) |  | | | | | | | | | Intervention time scales (start/end dates) | | | | | | | |  | |
| Type of trespass being targeted |  | | | | | | | | | Type of trespasser being targeted | | | | | | | |  | |
| Trespass motivations being targeted |  | | | | | | | | | Time periods being targeted (day of week, time of day, months) | | | | | | | |  | |
| Logic model | | | | | | | | | | | | | | | | | | | |
| Inputs | Outputs | | | | | Outcomes | | | | | | Impacts | | | | | | | |
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| Predicted impacts |  | | | | | | | | | | | | | | | | | | |
| Impact timescale |  | | | | | | | | | | | | | | | | | | |
| Evaluation purposes(s) | Process |  | | Impact | | |  | | Lessons learnt | | | | |  | | | Summative | |  |
| Evaluation measures/ data (yes/no) | | | | | | | | | | | | | | | | | | | |
| Input data | | |  | | | Output data | | | | | | | | | | | |  | |
| Inspection of implementation | | |  | | |  | | | | | | | | | | | |  | |
| Interviews / workshops with implementation team(s) | | |  | | | Interviews / workshops with target audience | | | | | | | | | | | |  | |
| Questionnaire surveys of implementation team(s) | | |  | | | Questionnaire surveys of target audience | | | | | | | | | | | |  | |
| Before & after incident data in target locations | | |  | | | Before & after incident data in other areas | | | | | | | | | | | |  | |
| Data on other factors, e.g. passenger numbers, local crime etc. | | |  | | | Case studies | | | | | | | | | | | |  | |
| Other, specify | | |  | | | Other, specify | | | | | | | | | | | |  | |
| Evaluation questions, measures and methods | | | | | | | | | | | | | | | | | | | |
| Question | | | | | Measure | | | | | | | | Method(s) | | | | | | |
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| Ethic risk | | |  | | | | | Personal safety risk | | | | | | |  | | | | |
| Implementation logs | | |  | | | | |  | | | | | | |  | | | | |
| Evaluation roles | | | | | | | | | | | | | | | | | | | |
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