# 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 |
|  |  |  |  |
| 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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