

A Plan to Evaluate Outcomes

This worksheet was created by The Denver Foundation's Inclusiveness Project (www.nonprofitinclusiveness.org) to support organizations doing inclusiveness work.

Users are encouraged to customize the worksheet to meet the needs of their respective organizations.

Instructions

- Discuss the feasibility of evaluating progress toward some or all of the outcomes in the inclusiveness blueprint.
- Decide which outcomes you will measure, if any, and the measurement tool you will use. A measurement tool is a mechanism or strategy to measure progress toward completing an outcome, such as a survey or a formal evaluation by an external evaluator. Note that you may have more than one measurement tool for a particular outcome.
- Decide who will be responsible for measuring the outcomes.
- Record your decisions below.

Outcome	Measurement Tool	Responsible Party
EXAMPLE Outcome 2-A: Personnel Improve employee morale especially among staff of color.	Baseline employee satisfaction survey to be re-administered every 18 months	Executive Office

Outcome	Measurement Tool	Responsible Party

Name of Organization _____

Date Worksheet Completed _____