

PLANNING SHEET 5C

UPDATES FROM THE EVALUATOR

This planning sheet lists:

- > all of the reports, updates, briefings and presentations the Evaluator will make during and at the end of the evaluation
- > the date each update and report is to be presented
- > what is to be covered in each
- > who will use the information
- > how they will use the information
- > the format of the information.

See steps 6–7 of Stage 5 to complete this planning sheet.

make more copies of this page if necessary

TYPE OF UPDATE	CONTENT	FORMAT	AUDIENCE	PURPOSE	DATE