

Communication and Reporting Small Group Activity: Worksheet

	Communicating & Reporting Need	Format	When Needed
Audience (1)	Specifics about upcoming evaluation activities		
	Progress report on the evaluation activities		
	Interim findings		
	Final findings		
Audience (2)	Specifics about upcoming evaluation activities		
	Progress report on the evaluation activities		
	Interim findings		
	Final findings		

Selected References for Evaluation Use

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