# Template – Report Outline

Acknowledgements

## Option 1 – By CCE Focus Area (Key Evaluation Questions)

Executive Summary – with Visuals

Awareness

Access

Needs

Services

Outcomes

Conclusions and Recommendations

Appendices:

* Background incl. Program Profile
* Evaluation Methodology

## Option 2 – By Method/Source

Executive Summary – with Visuals

Background incl. Program Profile

Evaluation Methodology

Document/data/file review

Interviews

Survey/s

Case Studies

Etc.

Conclusions and Recommendations

## Option 3 – By Key Findings

Executive Summary – with Visuals

Background incl. Program Profile

Evaluation Methodology

Key Finding 1

Key Finding 2

Key Finding 3

Key Finding 4

Conclusions and Recommendations