7. REPORTING

Once your evaluation is complete, you will want to consider how you plan to collate and disseminate your results. The first step in most cases is to write a report, although how long and how detailed it will be depends on the project.

Most evaluation reports contain the following elements:

- **an executive summary;**
- **background/introduction – to give an outline of the project being evaluated;**
- **evaluation methods – how you carried out the evaluation;**
- **findings;**
- **conclusions and recommendations – try to make the findings from your evaluation actionable: what happens next?; and,**
- **appendices – including a copy of any data collection materials.**

At this stage you should revert to the evaluation questions that you set out at the start and answer them. Try to be selective in what you include in your report; you don't need to report on everything that you discovered, just what is relevant to your evaluation question. It is useful at this stage to use your qualitative data, i.e., quotes from focus groups, to highlight any findings from the quantitative data. Where possible, use short sentences and avoid jargon. You can also use innovative ways to present your findings, for example through infographics.

Once your evaluation report is completed, it is time to think about how to disseminate your findings. Depending on the project, the outcomes of some evaluations may be more wide reaching than others. For some it may be sufficient to present the findings to stakeholders and funders, along with using the data to inform future projects. For others evaluation findings could be presented at relevant conferences or submitted for publication in an academic journal. It is useful also to consider whether you will share your findings with the participants in the evaluation process so that they see the outcome.

Remember that your evaluation should aim to add to the overall body of knowledge in the area of STEM EPE, and help to ensure that the community implements evidence-based practice. This can only be achieved through sharing what we learn from each project.