

most valuable needs or objectives and the right-most pile representing least valuable needs or objectives, and the number in each pile set as follows:

4 6 10 12 16 12 10 6 4

- Collect the cards as sorted by the person and assign ranks to the cards in each pile (for example, a value of “1” to cards in the left-most pile and “10” to cards in the right-most pile).
- Calculate desired statistics on resultant data.

8.9.5 Data Analysis

Evaluation data may be analyzed manually using tally sheet method or through computer software such as SPSS, Marital, Ethnography etc.

9.10 Evaluation reporting

After conducting an evaluation, it is often desirable to document it in the form of a report. An evaluation report needs to be concise, non-technical, easy to read and understand. It is always good to prepare an outline of the report to work with. It does not mean to chalk out a detailed outline and may not necessarily be in written form. But to have a sketch in mind is always useful and helpful to work in order and avoid repetition and guard against omissions. An evaluation written report be organized as followed:

9.10.1 Title

All evaluation reports bear a title. Normally, a separate title page is set-up followed by the report. The name of author or the agency conducting evaluation is also mentioned on the title page.

9.10.2 Table of contents

It can be omitted if the report is short. Lengthy reports need a table of contents. It helps to locate the chapters or sections in which the reader may be more interested.

9.10.3 Executive summary

It is becoming a popular practice to provide an executive summary of the evaluation report before or after the table of contents. But it must precede with the body of the report. It provides a quick overview of the report and helps the reader to decide whether to read the entire report or not.

9.10.4 Justification of conducting evaluation

This section highlights the significance of the evaluation and provides the sound justification by explaining the reasons for conducting the evaluation.

9.10.5 Objectives of Evaluation

An evaluation report must state clearly and explicitly the specific objectives and purposes of conducting the evaluation. Sometimes the objectives are stated in the introductory section of the report. And an independent section can contain objectives as well.

9.10.6 Procedure of Evaluation

This section includes a complete discussion of methodology being followed in the evaluation. It elaborates the population, sample, sampling procedure, its size, method(s) of data collection, statistical procedures and techniques used for data analysis and its interpretation.

9.10.7 Main Findings

This section reports the evaluation results or findings in terms of objectives and provides empirical evidence in support or against the hypothesis. If the results are not conclusive, then try to present some type of explanation to this end. Findings are often presented in visual forms such as graphs, etc.

9.10.8 Implications

In the section of the evaluation report, author makes some comments as to what the findings mean.