

Assess Your Reporting Project: Using Your Evaluation Findings

Key Points

- It is important to think through the implications of your evaluation for each component of the reporting project. For example, do the findings suggest you should change the way you display information? Do they suggest that you should rethink your audience?
- Your report will be most useful if it includes recommendations about how the findings could be used to make improvements. In making recommendations, provide several options of varying scope—from minor tweaks to fundamental changes—as it may not always be feasible to make major changes.
- Your evaluation findings can help to justify the budget for the changes you have decided to implement.

To learn more, go to [What's Next? Applying What You Have Learned](#)

Questions and Tasks

- What are the implications of your evaluation findings for each component of your reporting project?

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- Develop a plan for making recommendations in your report.

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- Does your report suggest optional ways to respond to results?

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- Who will have the authority to decide on whether these changes will get made?

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- What is the optimal timeline for making these changes?

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- Develop a plan to make the changes (both minor and major) that are suggested by your findings.

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- What does your evaluation suggest are the most important changes to make?

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- What changes can you afford to make, in terms of both money and time?

Type your response here.

- Learn more about how you can [Assess Your Reporting Project](#).
- List [all topics in the Checklist](#).