**Reporting Needs Analysis Template**

Identifying primary intended users and uses at the start of an evaluation can increase its usefulness.  This is an example template that can be adapted to your needs and used to collect and record information about what information­ is needed by whom, when and in what format.  This can then be used to design the evaluation.

The BetterEvaluation website has more information about:

* Identifying intended users  <http://www.betterevaluation.org/plan/frame/identify_primary_intended_users>
* Identifying intended uses <http://www.betterevaluation.org/plan/frame/decide_purpose>
* Identifying reporting requirements <http://www.betterevaluation.org/en/plan/reportandsupportuse/identify_reporting_requirements>
* Forms of reporting media: <http://www.betterevaluation.org/en/plan/reportandsupportuse/report>

**Evaluand (what is being evaluated): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluation dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **Who needs to be updated?** | **What decisions do they need to make?** | **When do they need to make these decisions?** | **What information do they need to make these decisions?** | **What format do they need this information in?** |
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