PLANNING SHEET 1B

ESTIMATING EVALUATION COSTS

This planning sheet summarises the expected costs of evaluating the project, including the costs for:

- hiring the Evaluator
- paying the Evaluator
- staff
- travel, accommodation, meal and living expenses
- equipment, office and support costs
- recruitment costs for interviews and surveys
- data analysis costs
- venue hire
- production of reports and presentation materials.

See steps 3–4 of Stage 1 to complete this planning sheet.

for longer evaluations, make more copies of this page if necessary

ITEM	ESTIMATED COST