

# Evaluation Recommendations

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*Develop* ..... *Present* ..... *Follow Up*

## *Develop*

- 1. determine** the type of recommendations that stakeholders need/expect
- 2. generate** recommendations throughout the evaluation
- 3. link** recommendations to evaluation findings
- 4. engage** stakeholders in developing and/or reviewing recommendations
- 5. focus** recommendations on actions within the control of intended users
- 6. provide** multiple options for achieving desired results

## *Present*

- 7. clearly distinguish** between findings and recommendations
- 8. write** in clear, action-oriented language
- 9. specify** the justification for each recommendation
- 10. explain** the recommendations' costs, benefits, and challenges
- 11. be considerate**—exercise political and interpersonal sensitivity
- 12. organize** recommendations (e.g., by timing, priority, focus)
- 13. meet** with stakeholders to review and discuss recommendations in their final form

## *Follow Up*

- 14. facilitate** decision making and action planning around recommendations