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| university_southampton_black  **PUBLIC ENGAGEMENT EVALUATION PLAN**  (guidance on evaluating public engagement activities is available at: <http://www.southampton.ac.uk/per/support/evaluation-guide.page>) |
| **NAME OF PROJECT**: |
| **AIM**: *What I want to achieve/the purpose of my project* |
| **OBJECTIVES**: *What I need to do to achieve my aim* |
| **STAKEHOLDERS/AUDIENCE**: *Who is involved in the project?* |
| **EVALUATION QUESTIONS**: *What I want to know (relates to purpose of evaluation); what questions I want to ask* |
| **METHODOLOGY**: *What evidence I need to collect; how I will establish a baseline; how I will sample* |
| **DATA COLLECTION**: *How I will collect the information; who I will ask; when it will take place* |
| **DATA ANALYSIS**: *How I will analyse my evidence* |
| **REPORTING**: *How I will present my report and to whom* |