

# Sampling Plan Worksheet

*Complete one worksheet for each of your Evaluation Questions.*

Evaluation Question:

For this evaluation question, what is the *population of interest*? (The group you are interested in learning about or making claims about.)

What portion of that group do you intend to try to obtain information or data from? Why them?

If your sample is a subset of the population, how will you select that subset?

How large is this intended sample likely to be?

What kind of response or participation rate do you expect to have from that intended sample? (Will the resulting actual sample be large enough for you to obtain the data you need?)

Draft the Sample Section for this Evaluation Question:

It should provide enough information to assess whether the selected sample will serve as a sound basis for the claims the evaluation is intended to address. Accordingly, the “population of interest” should be made clear, sample size and composition should be described, and the recruitment or sample selection process should be described.