



1-3-25

Reporting Method

The 1-3-25 method of reporting was developed by the Canadian Health Services Research Foundation and can be used to provide a consistent structure for final reports.

1-Page Outline

Contains the main messages to come from the evaluation. This is NOT a summary of findings, but key points that decision makers can take from the evaluation. Use this as an opportunity to tell the readers what you think the findings mean for them.



3-Page Executive Summary

Presents the findings concisely to make sure the report is easily accessible to readers who don't have time to review the whole document. Put the most interesting points first, followed by the background and context.



25- Page Report

Presents the findings and methodology in clear language, appropriate for your audience. Include the background to the evaluation, the evaluation questions you have addressed, outline the methodology, present the findings and conclusions, and list any references.



Top Tip!

One outline, executive summary, or report might not be appropriate for all audiences! Make sure you tailor it to meet their needs



DON'T FORGET TO CONSIDER...

- Who is your audience?
- What do they need to know the most from your evaluation?

Handbook Of Reporting Methods

JR Anderson



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