[Insert organisation logo]

[Project title]

[Evaluation Plan/Report]

[Month/year]

[Version number]

## Acknowledgements

[Acknowledge the contributions of funders and others who participated in the evaluation process]

## Abbreviations

[List abbreviations or delete if not relevant]

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***🖌Note\****

*Note: This template contains section headings to capture the diversity and scope of projects that the organisation undertakes. It may not be necessary to include all sections. The length and level of detail should be proportional to the size and scale of the project and the stage of the evaluation.*

*\*Please delete note before finalising this document.*

## List of Tables

[Apply the ‘Table’ style to the table headings in your document and then generate a list (similar to generating the Table of Contents).]

## List of Figures

[Apply the ‘Figure’ style to the table headings in your document and then generate a list (similar to generating the Table of Contents).]

## Executive summary

[Summarise key elements i.e. aim/s and objectives, methods, procedure, findings, recommendations and next steps (if any).

The Executive Summary sets the scene for the whole report and is sometimes the only section that is fully examined by readers, so it must be well thought out and presented.]

## Introduction

### Purpose

[What is the purpose of this document? Provide an overview of the evaluation and what is included in the Evaluation Plan/Report.]

### Background

[Why is the evaluation being undertaken? Summarise relevant background information i.e. project origins, research findings and gaps, etc.]

### Project description

#### Summary

[What is the aim of the project? Summarise the project’s origins and purpose.]

#### Project objectives

[What outcomes, changes or benefits are/were sought by undertaking the project? Outline project objectives.]

#### Project deliverables

[What resources or other tangible products will/did the project produce? Outline project deliverables.]

#### Program logic

[Include a Program Logic. For guidance, refer to Supporting Documents folder for Evaluation Framework template and example]

## Evaluation Framework

### Evaluation aim/s and objectives

[Why is the evaluation being undertaken? Provide an overview of the purpose of the evaluation and what the organisation hopes/hoped to learn.]

### Evaluation scope

[What are the evaluation parameters? Outline what is considered in and out of scope.]

### Evaluation questions

[What questions does/did the evaluation seek to answer? Outline evaluation questions (derived from the program logic).]

### Methodology

#### Participants

[Who participated in the program being evaluated? Profile program/evaluation participants.]

#### Outcome measures/Indicators

[How were outcomes/performance measured/verified? List outcome measures/indicators and append an Evaluation Plan that maps outcome measures/indicators against project goal/s and objectives. For guidance, refer to Supporting Documents folder for Evaluation Framework template and example]

#### Procedure

[What is the procedure for collecting and analysing data? Describe how and when data will be/was collected and analysed]

## Assumptions, Risks and Constraints

[What is assumed for the evaluation to be successful? What things must you take into consideration that could affect the project’s schedule and deliverables? Use the table below to outline key assumptions, risks and constraints (e.g. around methodology, evaluation process), their likely effect on the evaluation and how they will be managed/mitigated. Add/delete rows as required.]

|  |  |  |
| --- | --- | --- |
| Assumption/Risk/Constraint | Potential impact on evaluation | How this will be managed/mitigated |
| *cell* | *cell* | *cell* |
| *cell* | *cell* | *cell* |
| *cell* | *cell* | *cell* |

## Evaluation Stakeholders

[Use the table below to describe:

* the key stakeholder groups
* their interest or stake in the evaluation and whether the stakeholder group directly benefits from the project being evaluated (primary), or are indirectly involved with the project (secondary)
* any issues or constraints that may impede stakeholders’ participation in the evaluation (e.g. power issues, access, and confidentiality) and how this can be managed.
* how the stakeholders will be involved/participate in the evaluation.

Add/delete rows as required.

### Stakeholder Analysis Matrix

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Stakeholder Group | Interest/Stake | Needs/Expectations | Engagements Strategies | Risk Management |
|  |  |  |  |  |
| *cell* | *cell* | *cell* | *cell* | *cell* |
| *cell* | *cell* | *cell* | *cell* | *cell* |
| *cell* | *cell* | *cell* | *cell* | *cell* |

## Communications Plan

[Include a high-level communications plan about the evaluation for different audiences and stakeholders.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Audience | Format | Description | Frequency | Responsibility |
| *cell* | *cell* | *cell* | *cell* | *cell* |
| *cell* | *cell* | *cell* | *cell* | *cell* |
| *cell* | *cell* | *cell* | *cell* | *cell* |
| *cell* | *cell* | *cell* | *cell* | *cell* |

## Governance

[Outline governance arrangements, including the roles and responsibilities of the evaluation team and project governance body/ies (if any) (i.e. Advisory Group, Steering Committee, etc.).]

## Evaluation Budget

[Use the following table to provide a high-level breakdown of the costs associated with the evaluation. Remember to specify whether costs are GST inclusive or exclusive.]

|  |  |  |
| --- | --- | --- |
| Item/Service | Description | Estimated Costs  (GST inclusive/exclusive) |
| E.g. Wages and on-costs | [Example:  Research Officer @ 38 hours/week for 3 years] | $ |
| E.g. Transport and travel expenses | [Example:  Vehicle lease  Fuel  Flights  Accommodation] | $ |
| E.g. Miscellaneous | [Example:  Management fee (5%)] | $ |
| Sub total | | $ |
| GST | | $ |
| Total | | **$** |

## Evaluation Schedule

[Use the table below to outline evaluation tasks, people responsible and include a project timeline.Add/delete rows as required.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | Tasks | Responsibility | Anticipated state date | Anticipated end date |
| *cell* | *cell* | *cell* | *cell* | *cell* |
| *cell* | *cell* | *cell* | *cell* | *cell* |
| *cell* | *cell* | *cell* | *cell* | *cell* |
| *cell* | *cell* | *cell* | *cell* | *cell* |
| *cell* | *cell* | *cell* | *cell* | *cell* |
| *cell* | *cell* | *cell* | *cell* | *cell* |
| *cell* | *cell* | *cell* | *cell* | *cell* |

## Evaluation Findings

[Describe results/findings and supplement with tables, charts, and qualitative data as appropriate. Consider appending a Reporting Summary. For guidance, refer to Supporting Documents folder for Monitoring and Evaluation Framework template and example].

## Discussion

[Discuss findings and implications, including:

* inferences and insights from the evaluation relative to previous evaluation findings/research
* practical implications for the NGO AOD sector
* any unanswered questions/recommendations for additional research
* what could have been improved.]

## Recommendations and Next Steps

[Discuss recommendations and next steps (if any)]

## References

[List footnotes/references/cross references]

## Appendices

### Appendix A. Program Logic

[Append Program Logic. For guidance, refer to Supporting Documents folder for Evaluation Framework template and example (see Program Logic tab)]

### Appendix B. Evaluation Plan

[Append Evaluation Plan. For guidance, refer to refer to Supporting Documents folder for Evaluation Framework template and example (see Evaluation Plan tab)]

### Appendix C. Reporting Summary

[Append Reporting Summary. For guidance, refer to Supporting Documents folder for Evaluation Framework template and example (Reporting Summary tab in)]

#### Appendix A. Program Logic

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PROGRAM** |  | | | **PERIOD (BUDGET)** |  | |
| **AGENCIES INVOLVED** |  | | | | | |
| **PROGRAM GOAL/S** |  | | | | | |
| **SITUATION** | **INPUTS** | **OUTPUTS** | | **OUTCOMES-IMPACT** | | |
| **Activities** | **Participation** | **Short-term** | **Intermediate** | **Long-term** |
|  |  |  |  |  |  |  |
|  | | | |  | | |
| **Assumptions** | | | | **External Factors** | | |
|  | | | |  | | |

#### Appendix B. Data Management Plan

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PROGRAM** |  | | | | **PERIOD (BUDGET)** |  | |
| **AGENCIES INVOLVED** |  | | | | | | |
| **PROGRAM GOAL/S** |  | | | | | | |
| **EVALUATION QUESTIONS** |  | | | | | | |
| **EVALUATION OUTPUTS** |  | | | | | | |
| **Program Goal/s** | **Impact indicators** | **Baseline** | **Target** | **Source** | **Frequency** | **Responsibility** | **Reporting** |
|  |  |  |  |  |  |  |  |
| **Program Objectives** | **Outcome indicators** | **Baseline** | **Target** | **Source** | **Frequency** | **Responsibility** | **Reporting** |
|  |  |  |  |  |  |  |  |
| **Program Activities** | **Process indicators** | **Baseline** | **Target** | **Source** | **Frequency** | **Responsibility** | **Reporting** |
|  |  |  |  |  |  |  |  |

#### Appendix C. Reporting Summary

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PROGRAM** |  | | | | | **PERIOD (BUDGET)** |  |
| **AGENCIES INVOLVED** |  | | | | | | |
| **PROGRAM GOAL/S** |  | | | | | | |
| **EVALUATION OUTPUTS (ACTUAL)** |  | | | | | | |
| **KEY FINDINGS** | | | | | | | |
|  | | | | | | | |
| **What did you evaluate?** | **How was it measured?** | **What were the results?** | | | **What did you find?** | **What are the implications?** | **What were the challenges and lessons learned?** |
| **Baseline** | **Target** | **Actual** |
| **Program Goal/s** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **Program Objective/s** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **Program Activities** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **RECOMMENDATIONS** | | | | | | | |
|  | | | | | | | |