

Annual Evaluation Plan Overview

What is an Annual Evaluation Plan?

Your agency's Annual Evaluation Plan lists the "significant" evaluations the agency plans to undertake in the fiscal year following publication of the plan. It is intended to demonstrate how the agency will address learning agenda priorities and other key learning questions with evaluations.

The Annual Evaluation Plan is a useful tool for both internal and external communications. Within your agency, the Annual Evaluation Plan should encourage openness and agreement related to the purpose and uses of evaluations. Externally, the Annual Evaluation Plan is an opportunity to be transparent about and accountable for important evaluation activities. The process of developing an Annual Evaluation Plan is similarly valuable, as it prompts agencies to be proactive in planning for "significant" evaluations.

What are the benefits of an Annual Evaluation Plan?



- ▶ **Does the Annual Evaluation Plan describe every evaluation the agency is conducting?**
The Annual Evaluation Plan should include the agency's "significant" evaluations. It is intended to illustrate how, taken together, the evaluations address learning agenda priorities and other key questions.
- ▶ **What is a "significant" evaluation?**
Each agency will develop its own definition of "significant." This might take into account the extent to which an evaluation answers a learning agenda priority questions, addresses a critical knowledge gap, or focuses on a high-profile program or policy.
- ▶ **How is the Annual Evaluation Plan shared?**
The Annual Evaluation Plan is updated each year and shared publicly in conjunction with the Annual Performance Plan.
- ▶ **Where can I learn more?**
See [Phase 1 Implementation of the Foundations for Evidence-Based Policymaking Act of 2018: Learning Agendas, Personnel, and Planning Guidance](#) for more information.