# LOGO Ministry of Education.JPGEvaluation Plan

[Click and enter Project Name]

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## Executive Summary

This is an Evaluation Plan for the evaluation of XXXX. The plan covers….

Guidance Notes – delete when ready:

The executive summary should provide an overview of …..

* xxxxxxx

## Evaluation Purpose

Guidance Notes – delete when ready:

* What it will be used to do - intended use: includes decision-making context
* Who it is for - key users
* Other key/critical stakeholders

## Programme description

Guidance Notes – delete when ready:

* Origin/source – eg Ministerial directive, policy, budget bid
* Identified need or purpose – why is it being implemented?
* Underpinning assumptions and evidence base
* Target group
* Inputs, activities, resources, and delivery, including budget and planned expenditure
* Relationship to Ministry outcomes – degree to which clearly specified?
* Implementation to date and stage of development (what has happened so far, where and how implemented, scale and scope, who is involved and who is accountable)
* Contingencies and risks (things that are likely to increase or decrease the likelihood of success, which may need monitoring)
* Assumptions – unstated but assumed conditions for successful implementation/operation
* Summary of implementation plans or time-line
* Management – how project is managed, by whom, related processes and mechanisms
* Reporting and monitoring processes – if any in place: to whom, form, content, regularity
* Outline of any existing data collection/information sources
* Stakeholders - who has an interest or influence on the programmes outcomes and the extent and type of influence these people are likely to have.xxxxxxx

### Origin and purpose of programme

### xxxx

## Intervention logic/Theory of Change

Synthesises the main programme elements into a picture of how the programme is supposed to work. It makes explicit the sequence of events that are presumed to bring about change. Often this logic is displayed in a flow-chart, map, or table to portray the sequence of steps leading to programme results.

## Budget

This table show where the evaluation funding will come from, and budget code/s.

| Funding Source | Budget Code | Financial Year | Amount |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Key evaluation questions

## Evaluative criteria

## Information needed to answer evaluation questions

Guidance Notes – delete when ready:

Information needs and priorities, potential data sources – matched to key evaluation questions and evaluative criteria, shows how the data will enable the evaluation questions to be answeredClear statement of information needs and priorities, including:

* Mapping existing information against the logic model
* An assessment of the adequacy of existing information
* A definition of the type of information needed
* An identification of the most important information - priorities
* An identification and justification of the need for new information

## Evaluation Project Plan

Guidance Notes – delete when ready:

Timeline for evaluative activities including a detailed and accurate costing of all stages of the evaluation

Reporting timeline and protocols

Resource allocation

Include review points for evaluation plan

### Project Stages

This table lists the key activities in each project stage. These will be updated following each Stage Review.

| Stage | Key Activities | Deliverables/Products |
| --- | --- | --- |
|  |  |  |
|  |  |  |

### Key Milestones

This table shows the key milestones, including review points. These will be updated after each project plan review.

| Milestone Name | Description | Milestone Date |
| --- | --- | --- |
|  |  |  |
|  |  |  |

### Project Schedule

See Appendix x for a detailed project schedule.

Attach the project schedule as an appendix. This can be completed using Microsoft Project or Excel.

### Reporting

## Evaluation Governance and Management

Guidance Notes – delete when ready:   
  
Who is the evaluation ‘client’?

Who will be the possible users of the evaluation?

Who are the other key Ministry stakeholders?

Who will sign off on the evaluation plan?

Who will manage any contracting/evaluation process and liaise with the evaluator/evaluation team?

Who will approve the final products?

## Ethics, Quality Assurance

Ethics

Quality assurance can take place at various stages of the evaluation, from QA of the methodology, the evaluation tools and data collection instruments, and data collection and input, through to peer review of the final report.

Consider the role of any advisory committee/ steering group (and be specific about each individual’s role) in this process. This needs to be made explicit as it has implications for the required skills/ expertise/experience of the committee/group.

## Appendix 1