# **Analytics and Insights Research and Evaluation Commissioning Form**

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| Macintosh HD:Users:sarahhogan:Documents:Client:iMSD:01_Tools:People-01.png | Request  A short sentence that encapsulates the details of the request. | |
| **Requested by** | |
| **Business Unit** | **Key Contact** |
| **Date of request Budget Holder/Account Code** XX/XX/XX John Doe / x-xxxx-xxxx-xxxx | |
|  | **Context**  Please provide any relevant context about the request. | |
| **Trigger What is the impetus for this request?** – e.g. “I need the information as part of a cabinet paper to the minister” | |
| **The Question**  Please be explicit with the key question(s) you want answered.  **Pre-existing work–** Is there any pre-existing work? Please let us know by whom and where any documentation/results are?  **Intended audience** Who will be the recipient of the information, and of any interpretation of the information?  **How will the information be used?** | |
| Macintosh HD:Users:sarahhogan:Documents:Client:iMSD:01_Tools:clock-01-01.png | **Timeframes Delivery date requested** What is the latest date for delivery  If required - what compromise can you make between:  Time and quality-longer time/high quality or shorter time/lesser accuracy | |
| Macintosh HD:Users:sarahhogan:Documents:Client:iMSD:01_Tools:notes-01.png | **Deliverables**  What outputs are required?  **Report–** Give a brief description of the report required  **Evaluation Framework/Plan–** Give a brief description of any framework or plan required | |