

Preface

How to use this JSP

1. JSP 507 is intended as a practical handbook on the application of appraisal and evaluation in the MOD. It is designed to be used by staff responsible for producing appraisals, and planning and carrying out project evaluations. It is also for those overseeing, scrutinising, and reviewing appraisals and evaluation plans. The JSP contains advice on the processes involved and the techniques to apply when preparing appraisals and evaluations.
2. The JSP is structured in two parts:
 - a. Part 1 - Directive, which provides direction that must be followed, in accordance with Statute, or Policy mandated by Defence or on Defence by Central Government.
 - b. **Part 2 Guidance**, which provides the guidance that will assist the user to comply with the Directive.

Training

3. No guide or manual can give all the answers. Training in investment appraisals is provided by the Defence Academy who regularly run a two-day training course called 'Investment Appraisal Skills' (E043). All staff tasked with undertaking an IA for the first time should attend this or a similar course. Some TLBs operate their own IA training courses.
4. The Financial Skills Certificate (FSC) includes elements covering Investment Appraisal and Evaluation. Ideally, all IAs should be undertaken or reviewed by an individual with Intermediate Level FSC certificate in Investment Appraisal.

Further Advice and Feedback- Contacts

5. The owner of this JSP is Def Strat-Econ-AppEv-Hd. For further information on any aspect of this guide, or questions not answered within the subsequent sections, or to provide feedback on the content, contact any of the following members of the Appraisal and Evaluation team within Defence Economics:

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