

Appendix 5. Evaluation plan template

Evaluation plan – initiative overview

[INSERT] Initiative number and name

Brief description:

Initiative objectives

Initiative evaluation questions

Initiative projects

Evaluation component

Evaluation resource

Evaluation timeframe

Evaluation plan for initiative (insert number)

Background

Purpose of the evaluation

Parameters of the evaluation

[Insert some brief explanatory text about the focus of the evaluation, including what will be measured; and the scope, including limitations]

Evaluation design

[Insert some brief explanatory text about the type/s of evaluation, methods, sample and data source]

TABLE 1: EVALUATION COMPONENTS

Project objectives	KPIs	Evaluation questions	Evaluation method/s	Data source
Process evaluation				
Impact evaluation				
Outcome evaluation				

Communication of findings

[Insert the appropriate communication methods (in table form) from the evaluation communication strategy table (see Appendix 10)]

Evaluation resources

Evaluation budget

Evaluation timeframe