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| **EMBEDDING EVALUATION INTO EVERYDAY PRACTICE: TEMPLATES TO SUPPORT BETTER PRACTICE EVALUATION ACROSS THE COMMONWEALTH**The [Commonwealth Evaluation Toolkit](https://evaluation.gov.au/toolkit/commonwealth-evaluation-toolkit) is designed to support people to determine fit for purpose approaches to evaluate, measure, assess and report on the performance of Commonwealth programs and activities.There are many evaluation templates, tools and resources used across the Commonwealth, and in other jurisdictions, that may assist at different stages of an evaluation. While the set of templates available here are in line with better practice, the application and use of any one tool, template or example for the evaluation of a specific program or activity is ultimately at the discretion of the manager responsible for the successful delivery of results.The templates can be used to document how you plan to conduct an evaluation, or to strengthen routine performance measurement approaches. They are organised around the three stages typically involved in an evaluative activity:* Planning and budgeting (steps 1, 2 & 3)
* Measuring and assessing (steps 4, 5 & 6)
* Reporting and being accountable (steps 7 & 8)

More information about the stages and steps involved in an evaluative activity is available on the "[How to evaluate](https://evaluation.gov.au/toolkit/how-evaluate)" page in the Toolkit. The [tools and additional resources](https://evaluation.gov.au/toolkit/templates-tools-and-resources) in the Toolkit also provide further guidance and examples on how to complete specific evaluative activities and tasks.[ REMEMBER TO DELETE THESE REFERENCE NOTES BEFORE FINALISING YOUR DOCUMENT ] |

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| **TEMPLATE 10: Evaluation action plan****Template Overview:** An evaluation action plan outlines how evaluation findings will be implemented. It prioritises actions that will be taken to improve programs and services, enhance design and delivery mechanisms, and ultimately improve outcomes. |
| **A comprehensive set of templates is available in the Commonwealth Evaluation Toolkit:** These [templates](https://evaluation.gov.au/toolkit/templates-tools-and-resources) can be used to help document how you plan to evaluate, measure, assess and report on the effectiveness, efficiency and/or appropriateness of government programs and activities. Use of these templates is NOT mandatory.* **Planning and budgeting**
	+ Template 1 | Theory of change (outcome mapping)
	+ Template 2 | Program logic
	+ Template 3 | Evaluation framework (program)
	+ Template 4 | Evaluation terms of reference
	+ Template 5 | Evaluation plan
	+ Template 6 | Identifying stakeholders and their roles in an evaluation
* **Measuring and assessing**
	+ Template 7 | Data evaluation matrix
	+ Template 8 | Data sharing agreement  (Sourced from ONDC: Data sharing agreement ONDC (datacommissioner.gov.au))
* **Reporting and being accountable**
	+ Template 9 | Evaluation report
	+ Template 10 | Evaluation action plan
	+ Template 11 | Evaluation closure report

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**TEMPLATE 10**

Evaluation Action Plan

| **Recommendation** | **Response** | **Explanation** | **Action Plan** | **Timeframe** |
| --- | --- | --- | --- | --- |
| [Insert recommendation/implication/opportunity] | [Insert management response] | [Explanation of how response accords with your entity’s priorities and help it achieve its outcomes] | [Insert what will be done to address the recommendation] | [Insert timeframe – including interim timeframes if relevant] |
| [Insert recommendation/implication/opportunity] | [Insert management response] | [Explanation of how response accords with your entity’s priorities and help it achieve its outcomes] | [Insert what will be done to address the recommendation] | [Insert timeframe – including interim timeframes if relevant] |
| [Insert recommendation/implication/opportunity] | [Insert management response] | [Explanation of how response accords with your entity’s priorities and help it achieve its outcomes] | [Insert what will be done to address the recommendation] | [Insert timeframe – including interim timeframes if relevant] |
| [Insert recommendation/implication/opportunity] | [Insert management response] | [Explanation of how response accords with your entity’s priorities and help it achieve its outcomes] | [Insert what will be done to address the recommendation] | [Insert timeframe – including interim timeframes if relevant] |