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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) available in the Toolkit also provide further guidance and examples on how to complete specific tasks.[ REMEMBER TO DELETE THESE REFERENCE NOTES BEFORE FINALISING YOUR DOCUMENT ] |

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| **TEMPLATE 2: Program Logic****Template Overview:** A program logic model is a step-by-step diagram that details inputs (e.g. money, staff, resources) needed to deliver your activities and how they should lead to short, medium and long-term outcomes. Logic models can be used to help plan your program or activity and communicate your plan to stakeholders. |
| **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 2**

Program logic – Name of program or activity

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| **Problem statement/Proposal:** *What is the need for the program or activity?* | **Program objective:** *What is the program or activity aiming to achieve?* |
|  |  |  | │Direct program attribution and responsibility | │Behavioural change | │System change |
| **Proposal****Inputs** | **Activities** | **Outputs****Targets** | **Short-term Outcomes** | **Medium-term Outcomes** | **Long-term Outcomes** |
| **Inputs***What we invest ($s, people, time, infrastructure)* | **Activities***What we do (to implement the program or activity)* | **Outputs** *What the program team and/or participant does (quantify how many actions, or activities, plan to be delivered and all stakeholders).* *What are the targets?**How will this deliver short-term outcomes?* | **Short-term outcomes***The difference we make in the short term**How will this deliver medium-term outcomes?* | **Medium-term outcomes***The difference we make in the medium term**How will this deliver long-term outcomes?* | **Long-term outcomes***The difference we make in the long term* |
| **Assumptions** (assumptions made as part of the theory of change – e.g. beliefs about how or why the program will work, who the stakeholders and participants are)**:** | **External Factors** (areas of influence external to the entity/company that affect outcomes - these can include economic, geographic, cultural, competition and technology factors)**:** |

The use of this tool or template is not mandatory. The appropriate 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. For related guidance, please see the “How to evaluate” page – a program logic would typically be done during the planning and budgeting stage (see Steps 1 – 4 for more information). [How to evaluate](https://evaluation.gov.au/toolkit/how-evaluate)