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**Author/s here

Month 20XX**

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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 evaluative activities and tasks.[ REMEMBER TO DELETE THESE REFERENCE NOTES BEFORE FINALISING YOUR DOCUMENT ] |

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| **TEMPLATE 9: Evaluation report****Template Overview:** An evaluation report is a tool to present your evaluation methods and findings. It includes the purpose of the program or activity, the methodology of how the evaluation was conducted and why, data analysis, ethics, findings, and recommendations. It is a useful tool to summarise the whole process of the evaluation and communicate it to your stakeholders. |
| **A comprehensive set of templates is available in the Commonwealth Evaluation Toolkit:** These [templates](https://www.finance.gov.au/government/managing-commonwealth-resources/planning-and-reporting/commonwealth-performance-framework/evaluation-commonwealth-rmg-130/templates-tools-and-additional-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

[ REMEMBER TO DELETE THESE REFERENCE NOTES BEFORE FINALISING YOUR DOCUMENT ] |

**TEMPLATE 9**

Evaluation report template[[1]](#footnote-2)

*(This template is provided as guidance only – the use of this 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)*

Use the information under each of the headings as a guide to help you complete the report with details of your activity.

It is good practice to be clear on who the report is aimed at – this will guide the structure. A good rule of thumb is the 1-3-25 approach:

1 page summary (e.g. an infographic if appropriate)

3 page executive summary (maximum)

25 page report (you may have to put technical information in appendices)

# Acknowledgements

Is there anyone you especially want to thank or acknowledge? Evaluation participants? Funders? This is a good place to do it (or you could move acknowledgements to the end, or include under the exec summary)

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# Summary

If your report is long (e.g. 12 pages or more), and/or your target audience is time poor, you might want to summarise the report in an easily digestible way (e.g. an infographic).

# Executive summary

If your report is long (e.g. 12 pages or more), you might want to summarise the report in three pages or less. A ‘cheats’ way of building an exec summary is simply to cut and paste the main point out of each paragraph/section, and then rewrite slightly to make sure it makes sense.

Remember – lots of people don’t get much further than the exec summary. Make it a good one.

# Management Response

If the management of your program or activity has responded to the evaluation and agreed an action plan, you could include that here. You may wish to include the response and action plan as an Appendix.

A separate template to develop an *evaluation action plan* (Template 10) is available at [Templates, tools and additional resources](https://evaluation.gov.au/toolkit/templates-tools-and-resources)

1. Introduction

Provide an introduction and outline what is covered in the report.

* 1. About the program being evaluated – background and program description

Provide the background to the program or activity (why it was initiated), what its objectives are and the broader context in which the program/activity operates (e.g. any changes in circumstances since the program/activity was initiated).

How does the program/activity contribute to achieving your entity’s purpose?

Briefly outline how the program/activity was delivered (e.g. grants, direct payments, tax concession, advice services, facilitation etc.)

Think about providing the following:

* The theoretical approach for your program or activity
* Your theory of change
* Your program logic
1. About the evaluation
	1. Aims and objectives

Describe the aims and objectives of the evaluation.

* 1. Methods and approach

Summarise the methods and approach used here – more technical information can be added as an appendix.

What methods and approach did you use to get the data and evidence in the report? How did you analyse the data? Are the any limitations to the data? What was the size of your evaluation sample (e.g. how many people filled in a survey/participated in an interview etc.)?

1. Evidence Review

**[Note – if questions below have been sufficiently answered in 1.1 and 2.2 above, this section may not be required]**

What is the evidence about why your program is needed?

What evidence has informed your program and your approach?

What is the evidence that says your approach will lead to the changes that occur or that the program is delivering early outcomes? If you’ve chosen an innovative or emergent approach (e.g. evidence is still emerging), then what is it that convinced you this kind of approach would work?

1. Findings of the Evaluation

Detail your findings here. Separate into categories according to your questions or question areas. Use graphs and pertinent quotes/comments to illustrate specific points.

1. Discussion/Lessons Learned

Discuss the results above. What is it that changed? What didn’t?

Were the expected outcomes met? Were there any unexpected outcomes?

Is the program or activity on track? What actions will you take as a result of these findings?

1. Recommendations/implications/opportunities

**[This section will depend on how your entity wishes to frame the findings – not all entities seek recommendations from their evaluations.]**

Were there any findings from the evaluation that may influence the way you do things in the program or activity in the future?

Do you have any recommendations / implications / opportunities for others doing this type of work or running this type of program or activity?

Are there any wider recommendations / implications / opportunities based on your findings?

1. Conclusion

So – what happened? Did your program have the outcomes you wanted? Is it on track to achieve identified outcomes? Just remember – don’t introduce anything new into your conclusion…

# References

Don’t forget your references (especially if you’ve used an evidence/literature review).

1. This tool was adapted from the [Sexual Violence Primary Prevention Toolkit](https://web.archive.org/web/20180127174211/https%3A/svpptoolkit.nz/) in September 2016. [↑](#footnote-ref-2)