



Program Evaluation Plan

This example is tailored to a government program but can be customised to meet the needs of any organisation.

Program Information	
1. Name of Program	
2. Program Location(s)	
3. Lead Agency	
4. Other Agencies (delivering the program)	
5. Program Intent and Rationale	
6. Purpose of Evaluation	
7. Key Stakeholders (for the program evaluation)	
8. Program Logic Map. (attach to the evaluation plan)	
9. Key Evaluation Questions. (to measure Effectiveness, Appropriateness and Efficiency)	

10. Program Results

([‘SMART’ results](#) are developed to answer the evaluation questions.)

Interim Results (Year 1)

Interim Results (Year 2)

Final Results (Year 3)

11. Risk Identification and Analysis

12. Evaluation Timeline

13. Who will Evaluate the Program (external or internal service provider)?

(rationale for choice of provider)

14. Baseline Data and Methodology

(What is the baseline data? What data collection methods will be used to measure effectiveness, appropriateness and efficiency of [‘SMART’ results](#)? For example, survey/questionnaire, charts, maps, case study, pre and post program statistics, existing data from ROGS or annual reports.)

15. Communication Plan

(to communicate findings)

Program Funding

Is the Program Subject to a [Sunset Clause](#)? If so, what is the funding cessation

date? Sunset Clause Yes No

Funding cessation date:

Is Program Delivery Contracted to an External Provider?

Yes No

If yes, provider name:

Period of Funding: e.g. 1 July 2014 – 30 June 2017

Contractual Arrangements

Service Agreement	Funding Contract	Grant Agreement	MOU	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If other, provide a description.

How many Full Time Equivalent (FTE) people are employed to deliver the program?

Total Program Funding: \$'000

Period of Funding: e.g. 1 July 2014 – 30 June 2017

Annual Program Funding Breakdown

Year	State Govt. Funding Totals \$'000	State Govt. Funding Sources	Other Funding Totals \$'000	Other Funding Sources
Example. 2012-13	\$5,000 \$2,000	Education Dept. Budget Health Dept. Budget	\$2,000 \$500	Commonwealth Private Investment

Evaluation Resource Requirements (FTEs and \$)

Note: Include cost of evaluation in total funding costs for program.

Evaluation Costs	Total FTE	FTE total \$'000	Other costs \$'000	Total cost of Evaluation \$'000
Consider quarantining an evaluation budget.				
		\$	\$	\$