**Evaluation Plan**

Insert name of Exercise

## Evaluation Name

## Date

## Location

***Template note****: This template is scalable for large-scale multi-agency Exercises and small-scale single agency Exercises.*

***Template use instructions:*** *All text displayed in blue is to provide assistance to the author and should be deleted before publishing*. *Delete all instructions and sections that are not relevant to the proposed Exercise. Authors should format their input in black colour font*. *All text displayed in red is for detail to be inserted. Leave a field blank or delete if not relevant. Add space as required.*

*Refer to page 45 of the Guidelines.*

## Introduction

The insert Exercise name Evaluation Plan has been developed by the Exercise Planning Team and provides the essential planning information and details required to successfully manage the evaluation of this Exercise.

## Background

*Include a discussion of:*

* *the background to the operation / Exercise / event to be evaluated, including name and dates of proposed Exercise*
* *what has led to the Exercise being conducted (e.g. a finding from an operational analysis or review)*
* *the consequent need for evaluation (i.e. the problem(s) or issue(s) that require resolution or a decision)*
* *what areas of the activity will be evaluated*
* *what, in brief overview, the Exercise Evaluation Report will cover*
* *other relevant background information as appropriate*

## Exercise Aim

*Restate the Exercise aim.*

## Aim of the Evaluation

*This does not need to be written in an Aim format (single statement sentence). What is the overall aim or intent of the evaluation? What information will be collected and what will be learned?*

## Exercise Objectives

*Note: If this is a large Exercise with multiple agencies or capabilities, consider the use of an appendix.*

## 5.1 Exercise Sub-Objectives

## *Sub-committee, agency, capability objectives etc.*

## Key Question(s)

*What question(s) is the evaluation trying to answer? This may require more than one question, but there should be no more than three to five key questions. Answers to the key questions need to be clearly articulated in the body of the Exercise Evaluation Report.*

***Note****: In evaluating an Exercise, the key questions will generally be the Exercise objectives re-phrased as questions; therefore try to reference the key questions to the Exercise objectives.*

6.1 Sub-Questions

*Only include if necessary – may not be required for the evaluation of a small Exercise.*

*For each key evaluation question, identify sub-questions that will generate information to describe or measure specific aspects of the key question. Taken together, answers to the sub-questions should answer that key question.*

***Note****: In evaluating an Exercise these will closely reflect standard operating procedures (SOPs), organisational doctrine, key performance indicators (KPIs), processes, protocols and plans, but will be phrased as questions.*

## Parameters of the Evaluation

The following *(can include capabilities, places, units, agencies, plans, procedures, equipment etc.)* are **IN** scope:

* *List and if necessary use subheadings e.g. People, Places and Equipment*

The following *(can include capabilities, places, units, agencies, plans, procedures, equipment etc.)* are **OUT** of scope:

* *List and if necessary use subheadings e.g. People, Places and Equipment*

## 7.1 Constraints / Limitations / Assumptions

*Please identify any constraints or limitations that may prohibit you in conducting the evaluation as per this Evaluation Plan. You may also wish to include any assumptions that you have made in order to maintain the integrity of the evaluation.*

## Key Risks and Mitigation Strategy

*At minimum, briefly discuss what could go wrong, and what steps would be taken to mitigate risk. Only include a detailed risk assessment including a risk matrix, if necessary.*

## Security, Safety and Ethics

*Outline of the arrangements for managing security, safety and ethical issues.*

## Resources

## 10.1 Budget/Administrative (if applicable)

*Outline the budget for this evaluation, including all administrative arrangements, sourcing of evaluators etc.*

## Governance Structure

*Only include if necessary – may not be required for the evaluation of small-scale activities.*

*Identify the governance arrangements in place for the activity being evaluated. This may best be presented as a hierarchical representation. Also highlight where the evaluation component fits within these governance arrangements.*

## Management of the Evaluation

**Exercise Director(s):** The Exercise Director(s) is responsible for approving the activity being evaluated and will also be the final recipient of the Exercise Evaluation Report. *Please identify Oversight Group and outline their role and responsibilities.*

**Lead Evaluator / Exercise Controller:** The person/entity that will plan the evaluation and manage it on a day-to-day basis. *Please identify the Evaluation Lead and outline their roles and responsibilities.*

**Evaluators:** The role of the evaluators is to assist in the planning, preparation, conduct and reporting of the assigned evaluation. Evaluators are the primary data collectors and analysers of the collected evidence, and will contribute their findings using the Evaluator’s Report template. Evaluators will report to the Lead Evaluator or Exercise Controller for their particular activity. The lead evaluator or Exercise Controller will then compile the final Exercise Evaluation Report

Evaluators should be subject-matter experts and / or professionals in the field they are evaluating.

*Please identify any other roles and responsibilities of your evaluators.*

*Note: For small Exercises, the above-mentioned roles may be combined to acknowledge that people are undertaking multiple roles.*

## Data Collection and Analysis Methods

*Identify the methods (data collection and analysis) that will be used to answer the sub-questions.*

## 13.1 Data Collection

*Outline the methods and arrangements for collecting data. It may be useful to attach a matrix showing which methods will be applied to answer each sub-question.*

*Where necessary, include arrangements and timetable for the following:*

* *developing data collection instruments*
* *collection methods for pilot and test data*
* *distribution of material such as questionnaires, data collection templates, etc.*
* *appointments for interviews / focus groups*
* *equipment requirements*
* *data cleaning and validation processes*

## 13.2 Analysis

*Outline the methods and arrangements for analysing the data. Where necessary, include the following:*

* *who will conduct the analysis (Inc. discussion of engagement of external report writer / analyst if applicable)*
* *how the analysis will be conducted (e.g. collating and reviewing evaluator reports to identify capability gaps)*
* *resource requirements (Inc. additional equipment and software requirements)*

## 13.3 Quality Control

*Outline the process for overall quality control. Possible mechanisms include:*

* *regular debriefs with users during data collection and analysis*
* *workshops / conferences to review data and its interpretation*
* *agreed criteria for terms such as ‘timely’, ‘appropriate’, ‘efficient’ or ‘successful’*
* *cross-checking evidence, findings and recommendations*
* *external review of methodology*

***Note:*** *What quality control mechanisms are appropriate will depend upon what is feasible and sufficient (e.g. external review may be unnecessary in evaluating minor activities).*

## Communication Strategy

*Outline a communication strategy for the evaluation. Include details of any briefings or workshops to develop recommendations.*

## Report

*Identify a distribution list for both the draft and the final Evaluation Report.*

## Validation / Resolution of Evaluation Findings

*Identify the validation / resolution process you will employ to ensure that appropriate action is taken to address the issues and findings resulting from your evaluation. This process should ensure that all evaluation outcomes are systematically followed up for consideration and action.*

## Timeframe / Milestones

*Please identify dates for the following milestones:*

* Evaluation Plan by
* Exercise Conduct between
* Analysis between
* Draft Report by
* Final (Exercise Evaluation Report) Report by

## Appendices

## Evaluator Nominations and Selection Process

*Identify the process for nominating and selecting evaluators.*

*Please also detail all logistical arrangements for all evaluators, including any travel or accommodation arrangements.*

## Evaluator Briefing / Preparation / Training

*Detail the schedule of any evaluator briefings that are to be conducted. Please detail the nature of training to be received by evaluators and the dates of any scheduled evaluator training. Please also list any reference material to be provided to evaluators to aid their evaluation.*

## List of Evaluators

*Provide a list of all evaluators, with relevant contact information, and the capability they will be evaluating.*

*Note: This is a guide only; any relevant appendixes can be attached or deleted as appropriate.*