[Insert organisation name/logo]

# PROGRAM EVALUATION REPORT TEMPLATE

**[Insert project title]**

**Evaluation report**

**[Insert month/year]**

**Funded by [insert funding body name]**

**Prepared by [insert name/entity]**

*The* ***[insert organisation name]*** *is a* ***[insert short description of your organisation]*** *and its goal is to* ***[insert organisation’s goal].***

***[Insert organisational contact details]***

**🖌Note\***

This template has been developed as a guide only and aims to assist organisations to prepare a final report on projects/programs they have undertaken. It provides a suggested structure on how project/program data and evaluation feedback can be presented. It is recommended to adapt the template according to your organisation requirements.

This template was developed by EJD Consulting for NADA’s Women’s Alcohol and Drug Services Development Grants Program in March 2014.

\*Please delete note before finalising this document.

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## 1. ACKNOWLEDGEMENTS

**[Insert acknowledgements to all those who have contributed to the review including collectively and anonymously acknowledging clients]**

## 2. EXECUTIVE SUMMARY

**[The executive summary should be approximately two pages. It is recommended to include the following items (if the body of the report includes these items):**

* **Origins of the Project**
* **Summary of key inputs and outputs (what you did) including numbers**
* **Summary of key outputs and outcomes (what you changed, what people thought)**
* **Options for improving the project next time**
* **Possible next steps**
* **List of recommendations (if any)]**

## 3. INTRODUCTION AND PURPOSE OF EVALUATION

**[Brief introduction and description of the purpose of the evaluation]**

## 4. BACKGROUND

### 4.1 Origins and purpose of the project/program

**[Including date it commenced and will end/ended, funding body and program funding and the overall purpose (i.e. what the funding body expects the project to have done)]**

### 4.2 About the topic

**[Insert results of short literature review this might include descriptions (with references) covering:**

* **What do we know about the topic including issues faced by the client group?**
* **What has been established practice in responding to these issues?**
* **What is the research telling us the approach used by this project? What is the evidence to date that this approach has the potential to succeed.]**

### 4.3 About the project/program

**[Insert details the facts of how the project operates covering topics such as about the host organisation, intended outcomes, intended inputs and outputs, and summary of project staffing and management.]**

### 4.4 About the evaluation

**[Including terms of reference and/ or key measures, methodology, stakeholders consulted etc.]**

## 5. PROJECT/PROGRAM INPUTS AND OUTPUTS

### 5.1 About project/program participants

**[Insert information including numbers, age and gender of participants and other factual information about participants e.g. length of time in project. Use diagrams and tables if appropriate to present data.]**

### 5.2 About project/program activities

**[Insert information including the number of things done as part of the project - group sessions, training, coordination activities and meetings. List supplementary activities conducted that arose from the project/program e.g. policies and procedures amended, reports written, conference presentations etc. Consider livening up section with photographs or case studies assuming appropriate consents have been given.]**

## 6. PROJECT OUTCOMES

**[This section is where you report on the results of your qualitative feedback gathered through surveys or focus groups etc.]**

### 6.1 Client impacts

**[Insert the outcomes or change that was evident (treatment outcomes, COMS data; what change was reported - knowledge, understanding, skills, capacity, circumstances etc.]**

### 6.2 Other stakeholder impacts

**[Insert any other changes that the project/program brought about? What did stakeholders say about the changes?]**

### 6.3 Project/program strengths

**[Insert extracts from all feedback and project/program observations, what are the key strengths or benefits of the project/program.]**

### 6.4 Project/program challenges

**[Insert extracts from all feedback and project/programs observations, what were the key challenges or barriers to the project/program.]**

### 6.5 Other project/program impacts

**[Insert any other project/program impacts here - including any unforeseen consequences - positive or negative.]**

## 7. PROJECT IMPLEMENTATION AND MANAGEMENT

### 7.1 Management and governance arrangements

**[Insert short description of how the project was staffed, managed and what stakeholders thought of the project/program from an efficiency and effectiveness perspective. If feedback has included views on staffing or management include data here.]**

### 7.2 Budgeting and resourcing

**[Insert a summary of project/program expenditure.]**

### 7.3 [Cost-Benefits (if available and appropriate)]

**[If at all possible a comparative calculation of the project/program compared to other interventions. How cost effective is this model of intervention use a relevant bench mark cost (e.g. day cost of incarcerating someone versus your projects daily client cost for keeping them in the community) to calculate cost savings if avaiable.]**

## 8. LESSONS LEARNT/ KEY SUCCESS MEASURES

**[Insert a short summary of the key lessons learnt from undertaking the project/program (and what might be added or modified if the project/program was to run again. This section could also include a short analysis of what the key success measures were (i.e. when the project/program worked best, this was what was involved). Include a diagram to summarise the measures.]**

## 9. KEY CONSIDERATIONS

**[Insert a summary of any considerations or limitations that may have impacted on the evaluation results]**

## 10. CONCLUSION

**[Insert a brief conclusion of the project/program including significant outcomes or results]**

## 11. FUTURE OPTIONS/ RECOMMENDATIONS

**[Insert project/program recommendations]**

## 12. GLOSSARY

**[Insert** **list of terms used in the report with a definition for those terms]**

## 13. REFERENCES

**[Insert the key references used to developed the report]**

## 14. ATTACHMENTS

**[Insert key documents that will support the report data or information provided]**

## 15. [INSERT ORGANISATION NAME] CONTACTS

**For more information about [insert project team name] contact:**

|  |  |
| --- | --- |
| **[Insert Project Manager Name]**  **[Insert role, Project Manager]**  **Phone: [insert number]**  **Email: [insert email]** | **[Insert Project Officer Name]**  **[Insert role, Project Officer]**  **Phone: [insert number]**  **Email: [insert email]** |

**[Insert organisation name]**

**[Insert address]**

**Phone: [insert phone number]**

**Fax: [insert fax number]**

**Email: [insert organisational email]**