Project Evaluation Report  
[Insert Project Title]

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# Contents

[Contents 2](#_Toc122022843)

[Closure 3](#_Toc122022844)

[Document Purpose 3](#_Toc122022845)

[Evaluation Background 4](#_Toc122022846)

[Evaluation Results 4](#_Toc122022847)

[Discussion 4](#_Toc122022848)

[Conclusions and Recommendations 4](#_Toc122022849)

[Reporting 4](#_Toc122022850)

[Appendix 1 – [Appendix Name] 5](#_Toc122022851)

[Project Reference Controls 6](#_Toc122022852)

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Closure

# Document Purpose

*NB: All text in italics is instructional & must be removed or replaced with non-italicised content. Refresh Table of Contents once all italicised text is removed.*

*An evaluation report is a document that examines whether a product, service, project or process is working, according to previously defined criteria/plan/set of standards.*

*It presents the findings and conclusions from a particular evaluation, including recommendations for how evaluation results can be used to guide program improvement and decision making.*

# Evaluation Background

*A clear summary of the project and its objectives.*

## Evaluation Purpose

*Succinct statement from the Evaluation Plan developed in the planning stage, including any refinements.*

## Evaluation Scope

*Succinct statement from the Evaluation Plan developed in the planning stage, including any refinements.*

*Describe the intervention being evaluated. What is ‘in’ and ‘out’ of scope for the evaluation? Remember that a broad scope is likely evaluated at a ‘shallow’ level, a narrower scope is likely evaluated at more depth; a simple issue of resourcing.*

## Key Evaluation Questions

*From the Evaluation Plan developed in the Planning stage, including any refinements.*

## Evaluation Methods

*From the Evaluation Plan developed in the planning stage, including any refinements.*

# Evaluation Results

*Present the results of the evaluation.*

# Discussion

*Provide a discussion of the results of the evaluation.*

# Conclusions and Recommendations

*Provide conclusions, including a reflection on how these have addressed the articulated evaluation purpose.*

*Include recommendations based on the evaluation for future action e.g. any improvements for related work, further exploratory work required, judgement regarding scaling up of the approach etc.*

# Reporting

*Who will the results of the evaluation be reported to and how (refer to the Evaluation Plan developed in the planning phase)?*

# Appendix 1 – [Appendix Name]

*Add appendix information as needed.*

# Project Reference Controls

Record any project reference material information as it becomes available. Include GitHub, Mural, PowerBI, database location, Lucidchart etc

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| --- | --- | --- |
| Date | Content type | Reference |
| [00/00/23] | Working files | [URL/file location] |
|  | Final documents | [File Reference ID] |
|  | Project board (Location on project management software) | [Project ID / URL] |
|  | [Description] | [Reference] |

## Document history

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| --- | --- | --- | --- |
| **Version** | **Date** | **Additions/Modifications** | **Prepared / Revised by** |
|  |  |  |  |
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