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# Name of project/service

# Evaluation report

# Executive summary

Provide a high-level summary of your evaluation. Use formatting (e.g. bullet points) to keep it as short and accessible as possible.

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# Introduction

Introduce your evaluation:

- what did you evaluate?

- who are your audience(s) and how will the learning be used (i.e. purpose of the evaluation)?

- what was the scope of your evaluation? Was it formative or summative?

- what were the aims and objectives of the project or service you evaluated? – can copy from your evaluation plan

- what were the aims and objectives of your evaluation and how they were developed or identified? – can copy from your evaluation plan

- who was involved in the evaluation and what resource did you have?

# Background

Provide the national and local context for the project or service and evaluation:

- what are the drivers/case for change?

- what is the evidence base?

Include information from your business case and evidence review.

This can be the same as the Background section in your evaluation plan, but be aware that new evidence may have emerged during the course of your project/programme.

# Design and Methods

Describe your evaluation design and methods:

1. What was your overall approach to the evaluation (quantitative/qualitative/mixed methods, formative or summative)?
2. Specify your data collection methods and sources and how they linked to your evaluation aims and objectives (who, where, when, how and how many)
3. Describe your approach to data analysis
4. Note any limitations of your methods

# Results

Present your key results and analysis here. Use graphs and tables and link the results to your evaluation objectives to help the reader. If you have lots of data include some results in the appendices.

# Findings and Discussion

Interpret your results here:

* bring together different data that work together - can you link different datasets to tell a story?
* identify where you can attribute a cause to an effect. For example, can you triangulate your results with your project management learning logs to explore why something did, or did not work? Is there learning that might be transferrable to future projects?
* acknowledge any limitations of the data e.g. where it is not possible to attribute a cause to an effect.
* link back to the Background section - how do the key findings fit with the local and national context? What is the key learning from the evaluation? Has it met its purpose?

# Conclusion and recommendations

Make conclusions and evidence-informed recommendations based on your evaluation.

# Appendices

Include any additional data or information to help the reader understand your evaluation, including data collection tools e.g. survey questions.

[Template review: May 2024]