Insert project title

Evaluation Report

Insert date (optional)

**Name of publication**

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# Summary

*<< Outline the purpose and key users of the evaluation report >>*

Enter text here

# Project Description

*<< Outline the purpose of the project and the results/benefits or change/s to be generated >>*

Enter text here

# Evaluation Focus

*<< Summarise how the project evaluation focus was determined, the rationale and the criteria used to evaluate the project outcomes. Refer to the Evaluation Framework >>*

Enter text here

# Data Sources and Methods

*<< Summarise the evaluation indicators used, performance measures, data sources, and methods used in the evaluation process. A clear description of how the evaluation was implemented will enhance the transparency and credibility of the evaluation process. Refer to the Evaluation Framework >>*

Enter text here

# Results, Conclusions and Interpretation

*<< Describe how the information was analysed and the process used to interpret the results. This section should also provide meaningful interpretation of the data and provide any recommendation of findings >>*

Enter text here

# Use and Sharing

<< *Describe the plans for use of the evaluation results, dissemination of evaluation findings.*

*This section should provide details of the following:*

* *Overview of how findings are to be used*
* *Describe how the results will be shared with stakeholders*

*Refer to Lessons Log for the practical improvement activities relating to the project >>*

Enter text here

# Approval and Endorsement

|  |
| --- |
| [ ]  Approved  |
| [ ]  Revise and resubmit |
| Comments:  |

**Project Manager**

|  |  |
| --- | --- |
| **Name** |       |
| **Position** |       |
| **Signature** |  | **Date** |  |

**Project Sponsor**

|  |  |
| --- | --- |
| **Name** |       |
| **Position** |       |
| **Signature** |  | **Date** |  |

Add additional names as required.

# Contact Officer

If you have any questions regarding this document or if you have a suggestion for improvements, please contact:

Contact officer: Contact Officer Name here

Title: Contact Officer Title here

Phone: Contact Officer Phone Number here