Tasmanian Exercise Framework

Evaluation Plan

*<Name of Exercise>*

*<Note: This Evaluation Plan template is intended for use for small scale Exercises.>*

## <Evaluation Name>

## <Date>

## <Location>

## Introduction

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

*\*Please follow the annotated instructions in blue below to populate this Evaluation Plan. Delete all instruction after completing the Evaluation Plan.*

## 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/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 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

 *List the Exercise objectives.*

## 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 question need to be clearly articulated in the body of the Evaluation Plan.*

***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.*

## 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*

## Resources

## Budget/Administrative

*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. If not required, consider deleting this section and renumbering.*

*Please 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: The Oversight Group 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.*

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

Lead Action Group (LAG): The LAG is the group/committee/ authority that will be responsible for ensuring a particular issue or evaluation finding is actioned. The LAG will determine the most appropriate course of action to be taken and develop the corresponding resolution action plan*. Please identify the LAG for the evaluation. An example of a LAG is the Intelligence Capability. (If there is more than one capability or agency, consider a LAG with representatives from each capability/agency.)*

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 to the Exercise reports. Evaluators will report to the Planning Team Leader/ Exercise Controller for their particular activity. Evaluators should be subject-matter experts and/or professionals in the field and be conversant with the national counter-terrorism arrangements.

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

*Note: For small Exercises, the abovementioned 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 key questions.*

## 11.1 Data Collection

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

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

* *development of data collection instruments*
* *collection methods for pilot and test data*
* *distribution of material (questionnaires, data collection templates, etc.)*
* *appointments for interview/focus groups*
* *equipment requirements*
* *data cleaning and validation processes.*

## 11.2 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).*

## 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 Exercise Evaluation Report.*

## Validation / Resolution of Evaluation Findings

A key feature of evaluation under the Tasmanian Exercise Framework is its focus on improving the consistency and quality of evaluation findings to facilitate their resolution. Exercise activities will produce actionable evaluation outcomes or findings. Tasmanian Exercise Framework evaluation policy includes a mandated process for the treatment of all evaluation outcomes generated by an activity.

*Please 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 referred to the LAG 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 Report by