Exercise [Name] Evaluation Plan

Exercise logo (if applicable)

Contents

Amendment schedule

The following table describes amendments that have been made to this Exercise Evaluation Plan since version 1.0.

#### Document amendments

|  |  |
| --- | --- |
| Date  | Brief description of amendment |
|  |  |
|  |  |

Security Classification

Describe the handling instructions for this document.

# Introduction

*Include a short statement on what you are evaluating and why.*

## Use of the evaluation

Who will use this evaluation information and what will it be used for?

## Management of the evaluation

Who is responsible for conducting the evaluation?

Who is the lead evaluator (if applicable)?

Who is/are the evaluator(s)?

## Aim of the evaluation

*What are you aiming to get out of the evaluation?*

## Parameters of the evaluation

What is in scope?

What is out of scope?

## Key question(s) and sub questions

*List the evaluation questions (and link them to the objectives and key performance indicators).*

## Related documents

*Provide a list of documentation you need to source to conduct the evaluation. This could include plans, SOPs, guidelines etc.*

# Evaluation Methods

## Data collection and analysis

Identify the methods (data collection and analysis) that will be used to answer the sub questions.

• Data collection – outline the methods and arrangements for collecting data. It may be useful to include a matrix showing which methods will apply to the various sub questions.

• Analysis – outline the methods and arrangements for analysing the data.

○ Who will collect the data?

○ How will the analysis be conducted?

○ Resource requirements

## Quality control

Outline the process for quality control. This could include:

Debriefs and/or workshops to review data and its interpretation

Agreed criteria for terms such as ‘timely’, ‘appropriate’, ‘efficient’ and ‘successful’.

Cross checking evidence, findings and recommendations.

## Security, safety and ethics

*How will security, safety and ethics be managed? This may be in accordance with organisational requirements and existing procedures.*

## Key risks/mitigation strategy

Briefly discuss what could go wrong with the evaluation (not the exercise) and what steps will be taken to mitigate this.

## Communication strategy

How will the findings of the evaluation be communicated?

# Evaluation process

## Evaluator preparation

How will you train your evaluator(s) and provide them with the information they require to evaluate the exercise?

More information may be found in the ‘exercise control and evaluator rules of play’ template in the CDEM Exercises Guideline.

## Report

Who will compile and review the draft report?

Once approved, how will it be made available to relevant parties?

## Resources

Who is funding the evaluation component of the exercise (if applicable)?

## Timeframe

Outline when the following will be completed:

When the evaluation plan will be completed

When the evaluation will be conducted

When the analysis will be conducted

When the draft report is due

When the final report is due

# Attachments

Provide attachments to the report where applicable.