

Getting your organisation ready to do evaluations

MAY 2017

Using Evidence for Impact



PART 4

Implementation guide
and templates

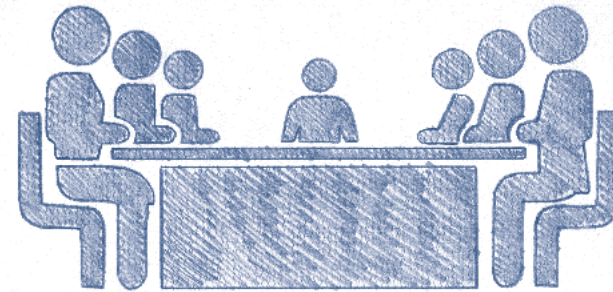
What is this document about?

Quick overview

This document is about *implementing* the plan you developed in the previous step of the Evaluation Capacity Building (ECB) process. This plan is about being as specific, practical and realistic as you can about how you are going to put your plan into practice and monitor it.

How do you complete your 'Implementation plan'?

Along with the rest of your team, complete the 'Implementation plan'. By including accurate information you will be able to identify the level of resourcing required and available.



The overall plan is likely to take a few days to finalise, as the organisation's decision-makers have to work out strategic components of the action plan, such as timeframes and budget.

Implementation plan

Key focus areas	Activities/tasks	Timeframe	Activity/task lead	Team	Budget	Anything else required?	When to review the activities/tasks?	Comments
<i>Example (taken from Section 2 of the Organisation planning worksheet in the Planning guide and templates (Part 3)). Being able to innovate</i>	<ol style="list-style-type: none"> 1. Checking what others are doing 2. Holding regular brainstorming sessions 3. Updating processes 	<ol style="list-style-type: none"> 1. Two months to check other organisations 2. Fortnightly meetings to brainstorm ideas 3. Six months to update processes 	Anne	Martin, Sione and Lisa	\$350	Laptop, internet access, phone, meeting room, Board approval	Monthly (informally) and at the end of the six month period (formally)	
CONTEXT								
1.								
2.								
3.								
ORGANISATION								
4.								
5.								
6.								
PEOPLE/INDIVIDUALS								
7.								
8.								
9.								



Related Superu resources:

Getting your organisation ready to do evaluations is part of a suite of resources designed to upskill New Zealand's social sector by providing tools to effectively generate, evaluate and use evidence. For more information and to view or download resources, please visit Superu's website superu.govt.nz/evaluation_evidence



For more information about the work of Superu contact enquiries@superu.govt.nz

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