[NAME OF ORGANIZATION]

[NAME OF PROGRAMME]

[VERSION OF PLAN]

[DATE OF PLAN]

[AUTHORS OF PLAN, POSITION TITLE]

{NAME AND POSITION TITLE OF STAKEHOLDERS REQUESTING THE PLAN]

BLOCK 1: Describe the Context

1.1 Programme and Assessment Context
1.2 Programme Unit of Analysis

Briefly describe the programme and identify the programme's unit of analysis.

1.3 Programme Stage and Time Frames for Assessment
1.4 Desired Characteristics of the Assessment

Describe the programme's stage of development and time frames for assessment. **Describe the major desired characteristics of the assessment.**

BLOCK 2: Identify Assessment Purpose

2.1 Which Stakeholders Want the Impact Assessment

Describe and identify which stakeholder groups want the impact assessment.

2.2 Assessment Purpose(s) for Each Stakeholder

Identify and specify your assessment purpose(s) considering how each stakeholder will use the results.

2.3 General Assessment Questions Including Impact Categories

Identify your key general assessment questions.

BLOCK 3: Identify Indicators of Success

3.1 Programme Theory

If you have programme tools (such as a logic model or strategy map), you can refer to it here, or refer to the generic research logic model provided that identifies key outcomes/impacts of interest.

3.2 Specific Assessment Questions

3.3 Indicators of Success

> **Identify specific assessment questions related to your programme outcomes/impacts of interest.**
> **Identify key indicators of success and then select a balanced set of key indicators.**

BLOCK 4: Select the Design and Methods

4.1 Assessment Design

> **Describe the design you will use for each general question.**

4.2 Methods and Data Sources

4.3 Applicants for Data and Frequency

Identify your data collection methods/sources, applicants (sample), and frequency of measurement.

BLOCK 5: Collect, Analyze and Manage Data

5.1 Data Collection and Analysis

Identify who will collect the information for each method and any special analysis given your assessment questions.

5.2 Data Management

Briefly describe how you plan to manage the data.

BLOCK 6: Report and Use

6.1 Reporting and Use

Describe and identify reporting plans and plans to encourage use of your RIA plan.

Appendix

Work Plan

Identify:
Budget ($) allocated   **Time frame for assessment**   **Resources (who)**   **Internal – in-house resources**   **External – contractors**   **Mix – combination of internal and external resources**