What is an Annual Evaluation Plan?

Your agency's Annual Evaluation Plan lists the “significant” evaluations the agency plans to undertake in the fiscal year following publication of the plan. It is intended to demonstrate how the agency will address learning agenda priorities and other key learning questions with evaluations.

The Annual Evaluation Plan is a useful tool for both internal and external communications. Within your agency, the Annual Evaluation Plan should encourage openness and agreement related to the purpose and uses of evaluations. Externally, the Annual Evaluation Plan is an opportunity to be transparent about and accountable for important evaluation activities. The process of developing an Annual Evaluation Plan is similarly valuable, as it prompts agencies to be proactive in planning for “significant” evaluations.

What are the benefits of an Annual Evaluation Plan?

- **Enhanced Transparency**: Communicate with the public about evaluation plans to increase accountability and demonstrate a commitment to evidence-building.
- **Proactive Planning**: Think proactively and methodically about how to answer learning agenda questions and consider the resources needed.
- **Shared Purpose**: Foster openness and encourage agreement internally about the purpose and use of evaluation results.

Does the Annual Evaluation Plan describe every evaluation the agency is conducting?
The Annual Evaluation Plan should include the agency’s “significant” evaluations. It is intended to illustrate how, taken together, the evaluations address learning agenda priorities and other key questions.

What is a “significant” evaluation?
Every agency will develop its own definition of “significant.” This definition might take into account a variety of factors, such as the extent to which an evaluation answers a learning agenda priority question, addresses a critical knowledge gap, or focuses on a high-profile program or policy.

How is the Annual Evaluation Plan shared?
The Annual Evaluation Plan is updated each year and shared publicly in conjunction with the Annual Performance Plan.

Where can I learn more?