

EAMIP PROJECT NO. CC06

TITLE Evaluation Plan and Profiles

RESPONSIBILITY Project Manager: CME: I.N. Dawson  
Project Officer: CME: W. Hughes

PRESENT SITUATION

A long-term departmental evaluation plan must be submitted to the Policy Committees and the Treasury Board by March 31 of each year. The Plan describes what is to be evaluated, why, and when. The Department must also submit an annual evaluation plan by October 31 of the preceding year. Re-organization prevented this; the first annual plan will, therefore, accompany and be part of the March 31, 1984 long-term plan. Additionally, there must be submitted a description of the Department in terms of program components, a component being defined as a group of resources, activities and outputs suitable for evaluation. A profile of each component is required.

OBJECTIVES

The objective of this project is to meet Treasury Board requirements concerning evaluation plans and program component profiles. The evaluation plan will permit the department to carry out a systematic evaluation of its programs according to a schedule agreed upon by all concerned parties.

GOAL

The work plans and profiles is intended to be completed by March 31, 1984.

DESCRIPTION

The task of evaluation planning essentially involves the following steps:

- Estimate the annual quantity of evaluation work required if all evaluation issues and requirements are to be addressed within a specified period, e.g., five years.
- Decide, in consultation with senior management and the Under Secretary, which evaluation studies should be undertaken in the upcoming year.
- Develop outline work plans and resource requirements for the up-coming year.
- Submit plans through departmental committee structure to the Policy committees and Treasury Board.

The task of developing program component profiles involves deciding on an appropriate departmental component structure and describing, for each component:

- the mandate and objectives;
- a general description;
- clientele
- activities, outputs, and effects
- relation to estimates program; resources
- administrative structure;
- previous analysis.

Tentatively, the Department has been divided into 30 components for this purpose; correspondence with the organizational structure has been preserved.