**Evaluation and Performance Measurement Appendix**

**Name of Initiative:**

**Name of Department or Agency:**

**Description**

* What is the proposed policy/program/initiative?
* How does the proposed policy/program/initiative address or respond to the relevant departmental mandate, government direction, desired outcomes, or public commitments?
* If possible, include any evidence substantiating this explanation and a discussion of the degree to which the proposed action contributes to desired result(s).
* Make note of any alignment or connection to quantitative measures/Key Performance Indicators (KPIs) being tracked by the Office of Priorities and Planning.

*Note: The level of detail and structure of this appendix may vary based on the proposal (e.g., new vs. existing program, policy submission, etc.). Departments/agencies should work with their Cabinet Advisor to adjust this template as needed.*

**Results Tracking**

1. **Short-Term** (Include timeframe)  
   Please clearly state the short-term result(s) directly attributable to the proposed policy/program/initiative. Performance indicator(s) may be defined at the output level, but departments/agencies are encouraged to focus on outcomes wherever possible. To the extent practical, target(s) should be defined for each of the performance indicators.

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| **Output(s)/Outcome(s)** | **Performance Indicator(s)** (relevant, meaningful measures of outputs, qualitative or quantitative) | **Targets**  (e.g., reduce/increase the XX from YY% in year to ZZ% by year) | **Data Collection Strategy**  (Data sources and frequency of collection) |
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1. **Medium-Term** (Include timeframe)  
   Please clearly state the medium-term result(s) expected to logically occur once one or more short-term results have been achieved. Performance indicator(s) should be defined at the outcome level. To the extent practical, target(s) should be defined for each of the performance indicators.

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| **Outcome(s)** | **Performance Indicator(s)** | **Targets** | **Data Collection Strategy** |
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1. **Long-Term** (Include timeframe)  
   Please clearly state the long-term result(s) that can be reasonably attributed to the proposed policy/program/initiative, which represents its purpose. The performance indicator(s) should measure impact where possible. To the extent practical, target(s) should be defined for each of the performance indicators.

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| **Outcome(s)/Result(s)** | **Performance Indicators** | **Targets** | **Data Collection Strategy** |
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Departments/agencies are also encouraged to identify key considerations/risks/challenges that may affect the achievement of expected results, such as reliance on external parties, etc., in this section.

**Monitoring and Assessment**

Explain how performance information will be gathered. Describe how the information will help to demonstrate that intended results will be achieved and determine if program adjustments are needed (e.g., change in timelines or governance). 

**Key Implementation Milestones (if applicable)**

To achieve the expected results, the following key implementation milestones must be met (the following are for illustration only, please adjust accordingly):

* Launch program by (date)
* Sign contribution agreements by (date)
* Issue RFP by (date)
* Consult with stakeholders by (date)
* Complete project by (date)
* Sign purchase/lease agreement by (date)
* Other by (date)