# Reward evaluation plan

**Audience**

* Who do you want or need to engage with?
* Which staff will be impacted?

**Objectives**

* What activities are involved?
* Consider what data or information could be collected during these activities.

**Evidence**

* Where and how will you get data?
* What information are you already collecting and reporting on which could feed into your evidence?

**Activities**

* What activities are involved?
* Consider what data or information could be collected during these activities.

**Performance measures**

* Identify the performance measures you will use to see which elements worked well and which worked less well.

• What time period do you need to measure impact over? For example, if you are piloting a new benefit, you may want to give this time to embed.

**Risks and constraints**

• Are there any risks, constraints or external factors that might affect delivery of the activity?

**Using the findings**

* Who will you share them with? For example, with your senior team, trade union representatives, communications team and staff.
* For what purpose?
* When will you need the evaluation findings to be delivered?