**DELWP BUSHFIRE EMERGENCY RISK MANAGEMENT RESEARCH PROJECTS**

**FINAL EVALUATION REPORT**

**ERP xx PROJECT TITLE**

**PREPARED Insert date report is prepared**

**APPROVED Insert date approved by States Representative**

|  |  |
| --- | --- |
| **RESEARCH LEADER** |  |
| **LEAD RESEARCH ORGANISATION** |  |
| **PROJECT MANAGER** |  |
| **AGENCY RESEARCH LEAD** |  |
| **COMMENCEMENT DATE** |  |
| **COMPLETION DATE** |  |

**Financial Report**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TOTAL  PROJECT FUNDS** | **PROJECT MANAGEMENT FEE** | **RESEARCH FEE** | **OTHER** | **BALANCE** |
|  |  |  |  |  |

**Project Outcomes & Highlights Quantifiable outcomes of the Project**

*We need to ensure this is not about “outputs” but instead the link between project objectives and outputs. What are the Highlights of the project? Policy or operational implications[[1]](#footnote-2)*

**Project Performance? Assessment**

*How successful was the project in delivering against the Objectives of the projects? What significant enablers occurred and facilitated the project? What risks or issues emerged during the project, how were they resolved/mitigated? How did this project connect with other projects, and what impact did this have? Include a range of factors including project relationships, access to resources, timelines, etc.*

**Communication, consultation, and relationship management.**

*How did this project connect with other projects, and what impact did this have? Include a range of factors including project relationships, access to resources, timelines, etc.*

* + *Summary of consultation or communication undertaken with the Community and Stakeholders during the term of the project;*
  + *Assessment of the effectiveness of the above activities, including Community and Stakeholders responses to the Project.*

**Learning and Adaptation**

*Based on the Project Assessment, what learning is valuable for adapting future research projects (future implications)?*

*Discussion of key lessons learned from the project in terms of planning and implementation.*

*If the process were to begin again, what would / could be done differently to achieve a better outcome.*

**Summary of Outputs** *Reports, publications, milestones.*

**Intellectual Property used and created from the project** *Background and created IP*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contract material** *(outputs from the contract)* | **Invention or improvement** | **IP Type** *(know-how, database, designs etc.)* | **Background IP** *(used in the development of contract materials)* | **IP Owner** | **Inventor(s)** *(Author of the material)* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Known research/research utilisation impact**

*Please describe any known impact this project has had on DELWP and/or the sector/community?*

**Potential impact**

*Please describe how results/ outputs from the project will impact DELWP and/or the sector/community in the future?*

**Agency Research Lead**

**Known research/research utilisation impact**

*Please describe any known impact this project has had on DELWP and/or the sector/community?*

**Potential impact**

*Please describe how results/ outputs from the project will impact DELWP and/or the sector/community in the future?*

Table 1 Milestones in Approved Project Plan

**Potential Research Utilisation**

**Agency Research Lead Comments**

Report Prepared By

Date:

1. Text show in blue is provided as guidance. For further information please contact the Bushfire and Natural Hazards CRC Project Manager. [↑](#footnote-ref-2)