Management Response Plan Template

* **The purpose of this template** is to support the good practice for management response to key learning initiatives such as After Action Reviews, Evaluations, and Program Reviews.

*Evaluations, After Action Reviews, and other intensive review exercises exemplify AmCross’ commitment to learning and improving its work. Such significant investment of resources (financial and human) requires follow intentionality and follow-through. Each exercise requires an explicit response to issues raised and recommendations provided within the document (whether final or in draft format).*

*The MRP should be completed in a timely manner so as to not delay the dissemination and follow-up of the review exercise. It should respond to each specific recommendation. It should explain why any recommendation will not be addressed, and for those recommendations that will be acted upon, it should clearly state how the recommendation will be addressed, the timeframe, responsibilities and accountabilities. Follow up should be systematic and monitored and reported on in a reliable, timely, and public manner.*

* **All recommendations should be responded to**:
  + An indication as to whether the recommendation is accepted, partially accepted, or rejected, and
  + Comments that help explain what led to that judgment.

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| --- | --- | --- | --- | --- |
| **Management Response Plan**  **Responding to Recommendations for the <*insert project/program name*> Evaluation** | | | | |
| **Background information:**   * **Date and duration of evaluation:** * **Evaluator/s:** * **Evaluation Management Response Team members:** * **Background Information**: *Insert any additional background information* | | | | |
| **Summary of Management Response:**  *As necessary, provide a summary of the Management Response to the overall evaluation and its recommendations* | | | | |
| **Recommendation X**: *Insert recommendation* | | | | |
| **Management Response** | **Comments** | **Action/s to be taken** | **Timeframe** | **Responsibility** |
| *Indicate management decision on the recommendation:*   * **Accepted** * **Partially accepted** * **Rejected** | *Describe the rationale for the Management Response decision. If the recommendation is fully accepted, this may not be necessary (as the evaluation report itself should justify its recommendations). However, if the recommendation is partially accepted or rejected, be sure to explain the reasons for this decision.* | *If the recommendation is accepted or partially accepted, specific key follow-up action/s and deliverable/s required to ensure accepted or partially accepted recommendations are followed and corrective action taken. These planned actions must be incorporated into the responsible departments or units work plans.* | *For acted upon recommendations, define the timeframe for follow-up action/s and deliverable/s.* | *Identify the department or unit responsible for implementing the follow-up action/s and deliverable/s.* |
| **Recommendation X**: *Insert recommendation* | | | | |
| **Management Response** | **Comments** | **Action/s to be taken** | **Timeframe** | **Responsibility** |
| * **Accepted** * **Partially accepted** * **Rejected** | *Complete per instructions above.* | *Complete per instructions above.* | *Complete per instructions above.* | *Complete per instructions above.* |
| **Comments**: *Complete per instructions above.* | | | | |
| ***<insert additional rows for recommendations as needed>*** | | | | |