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# Evaluation Report Template

## What is Evaluation Report Template?

An Evaluation Report Template is a structured document used by Enterprise Solution Architects and Project Managers to systematically assess and communicate the performance and effectiveness of architectural initiatives or solutions against established criteria and organizational goals. This template typically includes sections for defining evaluation objectives, outlining methodologies, detailing key findings, and offering actionable recommendations. By utilizing frameworks like TOGAF (The Open Group Architecture Framework), the template ensures alignment with industry best practices, facilitating a comprehensive analysis that addresses stakeholder concerns, supports decision-making processes, and aids in the continuous improvement of architectural practices within the enterprise.

template

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### AI Prompt: Evaluation Report Template

Imagine you are a seasoned [Enterprise Architect] tasked with developing an [Evaluation Report Template] for a new software initiative. You start by gathering details on the [specific project goals, stakeholder needs, and evaluation criteria] to create a comprehensive outline. Encourage creativity by providing examples of successful templates that have effectively captured essential metrics and insights across various projects. Adjust the template to reflect [industry standards] or any [regulatory requirements] that apply to your domain, ensuring it speaks directly to your audience. The final output should be a polished, professional document that not only serves its purpose but also inspires confidence in the assessment process. As an optional bonus, include [best practices for conducting evaluations] that can be leveraged in future initiatives, enhancing the overall value of your approach.

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# Evaluation Report Template for Enterprise Architecture

## 1. Executive Summary

- Purpose of the Evaluation:
- Scope of the Evaluation:
- Key Findings:
- Recommendations:

## 2. Introduction

- Background Information:
- Objectives of the Evaluation:

## 3. Methodology

- Evaluation Criteria:
- Data Collection Methods:
- Stakeholders Involved:

## 4. Current State Analysis

- **Architectural Framework Used:**
- **Business Architecture:**
  - Overview of Business Processes
  - Key Business Capabilities
- **Information Architecture:**
  - Data Models
  - Information Flow Analysis
- **Application Architecture:**
  - Overview of Applications
  - Application Dependencies
- **Technology Architecture:**
  - Infrastructure Overview
  - Technology Stack

## 5. Gap Analysis

- **Identified Gaps:**
- **Impact of Gaps on Business Objectives:**

## 6. Recommendations

- **Recommended Actions:**
- **Implementation Priorities:**
- **Potential Risks:**

## 7. Conclusion

- **Summary of Findings:**
- **Final Recommendations:**

## 8. Appendices

- **Appendix A: Supporting Data:**
- **Appendix B: Stakeholder Feedback:**
- **Appendix C: References:**



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Last update: **2024/11/04 11:02**

