

Template: Evaluation of projects

Set relevant success criteria for the implementation of the project. They could be the targets and tasks set in the implementation plan (see fact sheet “Establish implementation plan and progress monitoring”). Refer to the factsheet for further explanations and examples.

Fill in the table below. Send the report to the stakeholders and document their feedback in the bottom of the table. Keep a copy of the evaluation in a safe place.

Refer to the info sheet for further explanations guiding questions and examples.

Activity	Completed?	Quality	Has this activity helped to achieve the project’s objectives?	Comments
...
...
...
...
...
	Who received the evaluation? ...			
	Feedback from the recipient: ...			
	Actions to be undertaken: ...			