

PROJECT EVALUATION TEMPLATE

Project Title: _____

It is important to evaluate interpretive projects with both external and internal stakeholders at key points in the development process. This Project Evaluation Template is best used at the conclusion of a project and should be completed by every project team member.

Planning and Process

What was your role in the project and your level of involvement? *(project lead, planner, planner and executor, executor, etc)*

Notes on project team communication: *(Did everyone understand the goals of the project? Were tasks clear? Were timelines sufficient? Was enough staff allocated to the project/program?)*

Content and Outcomes

What was the overarching goal of your program or project? Did you meet this goal? What metrics of success did you use to determine this?

Was your primary audience identified, and did you keep them in mind throughout the process?

What were the learning and experience goals initially set? Did your program/project achieve those goals?

Learning:

Experience:

Notes:

Document your prototyping process. *(Did you complete each stage? Why or why not? What worked/didn't work at each stage?)*

Paper:

Alpha:

Beta:

Describe unexpected benefits and challenges you encountered. *(How might these impact your design process in the future? Were challenges addressed? If so, how? Will benefits be able to be used in other places in your institution?)*

Benefits:

Challenges:

Budget and Timeline

Did your project/program come in on budget? If not, why not? How were budget overages or other issues addressed?

Was your project/program completed on time? *(Was the timeline sufficient or did the deadline cause any negative impacts? If the timeline wasn't sufficient, was this due to internal issues you could control in future or external events outside of your control?)*

If you used external vendors or contractors, describe the contract, scope and scheduling. Were you satisfied with their work?

Additional Considerations

What are your long-term plans for project/program evaluation? When will you reassess whether your metrics for success are still being met?

What are your plans to document any issues or changes that come up longer-term?

What considerations do you need to keep in mind for long-term sustainability?

List key takeaways that will be more broadly applicable to other future projects.

Additional notes: