

PROJECT ASSESSMENT

1. ACTIVITY ASSESSMENT

FOR EACH ACTIVITY IN YOUR PROJECT, ANSWER THE FOLLOWING QUESTIONS :

- Did the activity meet the objective(s) set at the conception of the project ?
- Were the evaluation indicators fulfilled ? If not, please explain why not ? What solutions have you anticipated ?

2. BENEFICIARIES' ASSESSMENT

GATHER FEEDBACK FROM DIRECT BENEFICIARIES (PUPILS...) AND INDIRECT BENEFICIARIES (COLLEAGUES, PARENTS...)

You can collect feedback either through questionnaires, online surveys, or simply verbally. It is important to ask your beneficiaries about their impressions related to the project.



METHODOLOGY TIPS

When questioning beneficiaries, you may use the following:

- What went well ?
- What needs to be improved ?
- What needs to be adjusted ?

3. FINANCIAL ASSESSMENT

- Go back to your budget forecast at the beginning of the project and report the actual expenses.
- Were there any additional expenses and/or revenues? If so, please explain.
- Is there a positive or negative discrepancy between your estimated and actual budget? If so, please explain.

4. INTERNAL ASSESSMENT

Evaluate the quality of the partnership between the actors of the project: internal communication, decision making, roles and responsibilities...

5. OVERALL ASSESSMENT

- What are the key success points of the project ?
- What are the obstacles to the project ?
- What are the perspectives and follow-up envisaged ?
- What is your overall assessment of the project ?