

EVALUATION AND REPORTING TEMPLATE

WHY THIS TOOL MATTERS?

Every project brings new experiences worth remembering. Evaluation is a structured way to measure what works well or what should be improved. Evaluation forms help you track it on a rolling basis.

In one word, evaluation is about the project's quality.

You should evaluate your project both internally and externally.

Internal evaluation will tell you how your team feels about the project's progress, workload, and cooperation.

External evaluation is an assessment of the workshops, publications, and any other outcomes of your project by your project's participants/beneficiaries.

HOW TO USE IT?

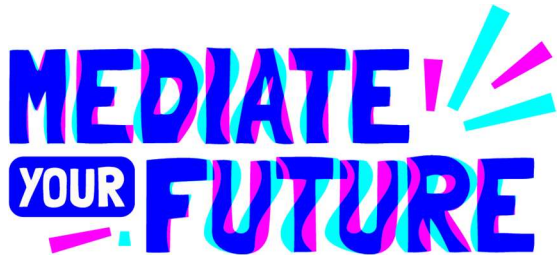
1. Prepare standardised forms' templates for both types of evaluation. You can use Google Forms for that.
2. Distribute the evaluation form and set up a deadline for filling it out.
3. Collect feedback and prepare a report.
4. Share the report with your project's team. Everybody should know the evaluation results.
5. If there's something alarming - act: set up a meeting to discuss the issues with your team, rethink the project's procedures, review and update publications, adjust workshop scenarios, etc.



Co-funded by the
European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

Project number: 2024-2-FR02-KA220-YOU-000293524



TIPS

INTERNAL EVALUATION:

- Link questions in the evaluation forms with the qualitative indicators you set up for your project.
- Evaluate your project regularly.
Internal evaluation should be regular. Adapt its frequency to the project's length. (e. g., every 6 months for 2-year projects, every 2 months for 1-year ones).
External - after each activity/workshop or publication
- Internal evaluation should be mandatory for each project team member.

EVALUATION OF THE PARTICIPANTS:

- The distribution of the evaluation forms among the project's participants or beneficiaries will depend on the type of activity. If they participated in an in-person activity, you can print the forms or share a QR code and ask them to fill them out.
- If you need to measure if the participants made progress thanks to the project, you can prepare pre- and post-assessment forms.
- Although it is good to have an evaluation form template, do not hesitate to adapt it according to the respondents' needs. For example, for people with lower digital skills, it would be good to prepare printed forms. And for kids, use more visual elements (e.g. rating stars) and simple vocabulary.



Co-funded by the
European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

Project number: 2024-2-FR02-KA220-YOU-000293524

Evaluation form



Hi team! It is time for the project evaluation. Please share your thoughts and help improve the project in any areas that need it.

Our Cooperation

1. How well did our team collaborate so far?
(1 - very poorly, 5 - excellent)

1 2 3 4 5

2. How clear were the roles and responsibilities within the team?
(1 - not clear at all, 5 - very clear)

1 2 3 4 5

3. How often did you feel your contribution was valued by other team members?

- Always
- Often
- Sometimes
- Rarely
- Never

4. Which of the following best describes our workflow?
(you can choose multiple answers)

- Well-structured and efficient
- Structured but occasionally unclear
- Flexible and adaptable
- Chaotic or inconsistent
- Dependent on a few key people
- Other:

5. Finish the sentence: Our cooperation could improve if....

6. Finish the sentence: The strongest aspect of our team cooperation is...

Project Management

1. How effective has the overall project management been so far?
(1 - not effective at all, 5 - very effective)

1 2 3 4 5

2. How realistic were the project deadlines?

- Very realistic
- Mostly realistic
- Rather realistic
- Difficult to meet
- Not realistic at all

3. How balanced was the workload among team members?
(1 - not well, 5 - very well)

1 2 3 4 5

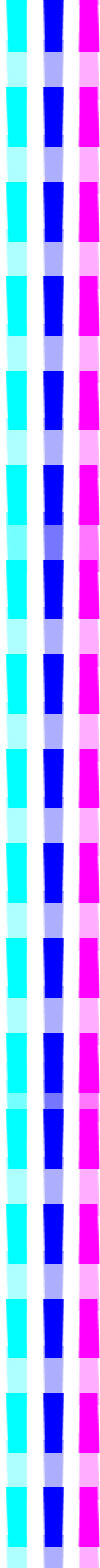
4. How well did we follow the project's milestones and timeline?
(1 - not well, 5 - very well)

1 2 3 4 5

5. Which elements of project management need the most improvement?
(choose up to 2):

- Deadline planning
- Task distribution
- Communication
- Tracking progress
- Decision making
- Risk management
- Other:

6. Finish the sentence: The challenge i encountered regarding workload, deadlines, or task organisation is...



Overall satisfaction

1. How satisfied are you with the project's overall progress so far?
(1 - not at all, 5 - very satisfied)

1 2 3 4 5

2. How satisfied are you with the final outputs/results of the project so far?
(1 - not at all, 5 - very satisfied)

1 2 3 4 5

3. To what extent do you feel the project achieved its objectives?

- Fully
- Mostly
- Partially
- Minimally
- Not at all

4. Finish the sentence: Our team's biggest success so far was....

5. Finish the sentence: I would feel more satisfied with the project if....

6. For me, this project is an occasion to (choose up to 3):

- Develop new skills
- Learn new things
- Meet new people
- Overcome my internal barriers
- Other:

Strengths and Weaknesses

1. How would you rate the team's overall strengths so far?
(1 - very poor, 5 - excellent)

1 2 3 4 5

2. How significant were the weaknesses or challenges the team faced?
(1 - not at all, 5 - very satisfied)

1 2 3 4 5

3. Which strengths best describe our teamwork?
(select all that apply)

- Strong communication
- Creativity and innovation
- Commitment and motivation
- Problem-solving abilities
- Flexibility and adaptability
- Technical or subject expertise

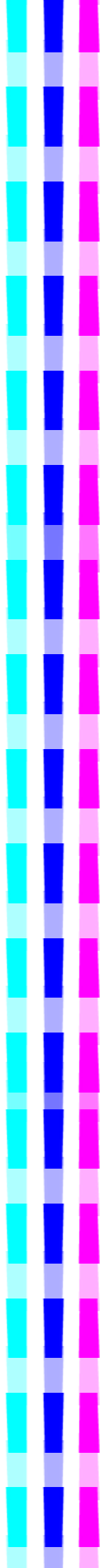
4. Which weaknesses were the most noticeable?
(select up to two)

- Poor communication
- Uneven workload
- Lack of clarity in roles
- Missed deadlines
- Limited resources
- Insufficient planning

5. Describe one key strength of the project team:

6. Describe one key strength of the project team:

7. Would you like to share any other observations?



Internal evaluation report

GENERAL INFORMATION

1. Project's title:
2. Reporting period:
3. Method of distribution:
4. Date of the report preparation:
5. Number of respondents:

Respondents

CONCLUSIONS AND RECOMMENDATIONS
(including overall impressions, key findings,
strengths and weaknesses identified)

OUR COOPERATION

Detailed section analysis

Overall collaboration rating - arithmetic mean (1-5):

Clarity of roles - arithmetic mean (1-5):

Most common workflow descriptions:

Recognition of contribution (distribution in %):

Always:

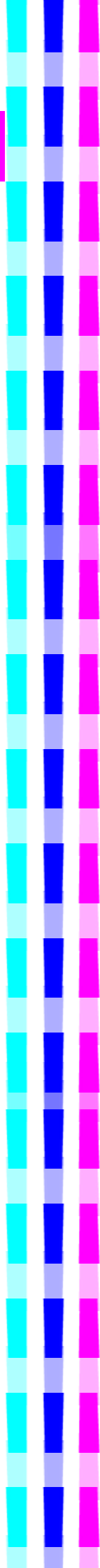
Often:

Sometimes:

Rarely:

Never:

Key observations from the open responses:



PROJECT MANAGEMENT

Detailed section analysis

Overall project management rating - arithmetic mean (1-5):

Workload balance rating - arithmetic mean (1-5):

Adherence to milestones and timeline rating - arithmetic mean (1-5):

Most frequently mentioned management challenges:

Realism of deadlines (distribution in %):

Very realistic:

Mostly realistic:

Rather realistic:

Difficult to meet:

Not realistic at all:

Key observations from the open responses:

OVERALL SATISFACTION

Detailed section analysis

Satisfaction with project progress - arithmetic mean (1-5):

Satisfaction with outputs - arithmetic mean (1-5):

Achievement of the objectives (distribution in %):

Fully

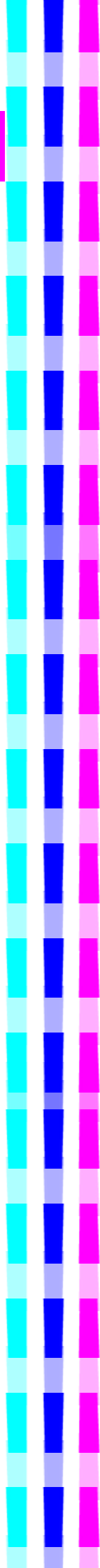
Mostly

Partially

Minimally

Not at all

Key observations from the open responses:



STRENGTHS AND WEAKNESSES

Detailed section analysis

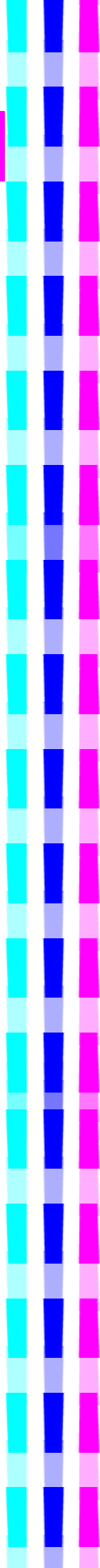
Overall strengths rating - arithmetic mean (1-5):

Weakness impact rating - arithmetic mean (1-5):

Team's top strengths identified:

Team's top weaknesses identified:

Key observations from the open responses:



Venue/result evaluation report

GENERAL INFORMATION

1. Venue/result name:
2. Project's name:
3. Venue/result (publication) date:
4. Date of the report preparation:
5. Number of respondents:

Respondents

CONCLUSIONS AND RECOMMENDATIONS
(including overall impressions, key findings,
strengths and weaknesses identified)

VENUE/RESULT ASSESSMENT

Detailed analysis

Overall satisfaction with a venue/result - arithmetic mean (1-5):

Venue/result meets expectations - arithmetic mean (1-5):

Overall venue/result quality arithmetic mean (1-5):

Venue/result meets expectations (distribution in %):

Yes, completely

Yes, partially

Not really

Not at all

Most addressed needs (distribution in %):

Developing practical skills

Knowledge-gaining needs

Social needs

Cultural needs

Personal growth

Other:

Organisation/presentation assessment (distribution in %):

Very well organised/presented

Adequately organised/presented

Acceptable, but could improve

Poorly organised/presented

The strongest elements (distribution in %):

Venue/content quality

Facilitation/Delivery

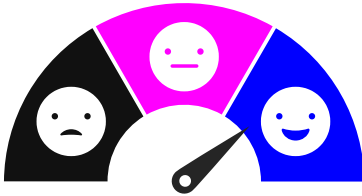
Organisation & logistics

Accessibility

Atmosphere/layout

Other:

Evaluation form



Hi! We'd like to ask you a few questions about the venue/result you profited from. Your opinion will help us to make it even more perfect in the future.

1. Overall, how satisfied are you with the venue/result?
(1 - not at all, 5 - very satisfied)

1 2 3 4 5

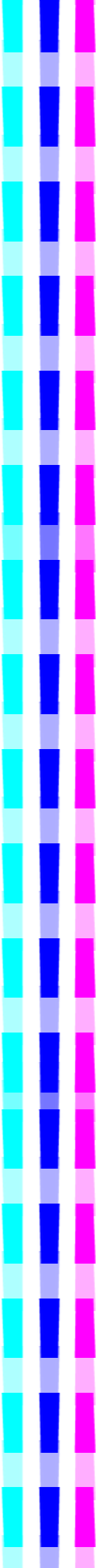
2. Did the venue/result meet your expectations?

- Yes, completely
- Yes, partially
- Not really
- Not at all

3. Finish the sentence: My general impression of the venue/result is....

4. To what extent did the venue/result meet your needs?
(1 - not at all, 5 - fully met)

1 2 3 4 5



5. Which of the following needs did the venue/result address most?
(select up to 3)

- Developing practical skills
- Knowledge-gaining needs
- Social needs
- Cultural needs
- Personal growth
- Other:

6. Which important needs were NOT sufficiently addressed?

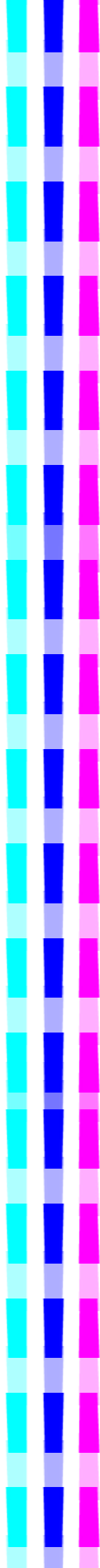
7. How would you rate the overall quality of the venue/result?
(1 - very poor, 5 - excellent)

1 2 3 4 5

8. How would you assess the organisation and logistics of the venue/
result?

- Very well organised/presented
- Adequately organised/presented
- Acceptable, but could improve
- Poorly organised/presented

9. What was the most memorable aspect of the venue/result for you?



10. Which elements were the strongest?
(select all that apply)

- Venue/content quality
- Facilitation/Delivery
- Organisation & logistics
- Accessibility
- Atmosphere/layout
- Other:

11. If you could improve one thing about the venue/result, what would it be?

12. Would you like to share any other observations?

