**QUESTION 1.1**

A project evaluation form is an institutionalized tool which is used to identify and document the feasibility, scope, and probable impacts of a project before and in the course of its execution (Team, 2025). It gives the stakeholders a chance to study in a systematic way if a project is coherent with strategic objectives, financial resources, and timescale expectations (Team, 2025). The form typically includes spaces for project goals, resources required, potential dangers, expected benefits, and success criteria (Team, 2025).

For our Emergency SOS Services app project, it is important to have a project evaluation form as:

1. **Clarifies project objectives** – It ensures that all the people taking part understand why the app is being developed, such as making the community safer and allowing for rapid response to emergencies.
2. **Facilitates well-informed decision-making** – It supports a formalized cost overview, resources, and expected results, which can be utilized to validate the project and request approval.
3. **Catches potential risks in advance** – Issues like poor network connectivity, cross-platform compatibility, or budget constraint can be realized in advance.
4. **Facilitates resource planning** – It helps establish how many developers, designers, and QA testers will be needed, which will see demand for the project based on its needs.
5. **Serves as a reference point for monitoring and evaluation** – After the project is underway, the evaluation form acts as a reference point when tracking progress toward objectives, milestones, and cost.

Overall, using a project evaluation form for this app project offers formal planning, reduces uncertainty, and ensures the greatest potential for completing the project within time and within budget.

**REFERENCES:**

* Team, W. (2025) 'Project evaluation,' *What It Is, Methods, Example, Criteria, Process*, 21 February. <https://www.wallstreetmojo.com/project-evaluation/>. [Accessed 22 September 2025]