**Project Evaluation Questionnaire**

Second Partners Meeting, Limerick (IE), XX XXXXXXXXXXX 2019

**Compiler’s data (optional)**

Name

Institution

Country

**Section 1: The Project Planning**

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| --- | --- |
|  | *Please tick 1 for poor and 10 for excellent* |
| Compatibility of the project idea with the context | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Consistency with existing needs | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Compatibility with the project partners competences | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Clarity of project objectives | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Effectiveness of planned resources | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Compatibility between objectives and results produced | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |

*Comments:*

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**Section 2: The Project Management**

**A. Coordination**

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| --- | --- |
|  | *Please tick 1 for poor and 10 for excellent* |
| Overall project management | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Effectiveness of project coordination arrangements | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Time management and respect of deadlines | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Quality of project meetings organization and management | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Effectiveness of online management tools | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Effectiveness of problem solving strategy | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |

*Comments:*

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**B. Communication**

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|  | *Please tick 1 for poor and 10 for excellent* |
| Appropriateness of communication means | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Appropriateness of circulation of information | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Project information accessibility | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |

*Comments:*

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**C. Partnership**

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|  | *Please tick 1 for poor and 10 for excellent* |
| Appropriateness of the partnership agreement | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Clarity and transparency of partners’ role and responsibilities | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Effectiveness of partners’ cooperation | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Level of cooperation among project partners | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Quality of project meetings organization and management | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Integration within the project’s team | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Level of involvement in the project activities by the project partners | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Level of respect of the deadlines by the project partners | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
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*Comments:*

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**D. Financial Management**

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|  | *Please tick 1 for poor and 10 for excellent* |
| Management of financial resources by the project coordinator | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Appropriateness of financial resources distribution | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Consistency of financial resources with the project’s tasks | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Clarity and transparency of administrative rules | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Usefulness of administrative information provided | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |

*Comments:*

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**Section 3. The Project Activities**

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| --- | --- |
|  | *Please tick 1 for poor and 10 for excellent* |
| Consistency between implemented activities and original workplan | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Appropriateness of the organization of project activities | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Adequacy of the calendar of the activities | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Punctuality in the revision of project deadlines | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Respect of project deadlines | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Compatibility of activities carried out with the planned results | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Appropriateness of the work carried out by the project team | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |

*Comments:*

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**Section 4. The project Results**

**General**

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| --- | --- |
|  | *Please tick 1 for poor and 10 for excellent* |
| Availability at current project stage of the results originally planned | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Consistency between results and original aims and objectives | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Quality of project deliverables produced | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Quality of the tools produced for project management | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Quality of the project Website | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Level of satisfaction of end users’ needs and expectations | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |

*Comments:*

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**IO1 – Guidelines**

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| --- | --- |
|  | *Please tick 1 for poor and 10 for excellent* |
| Relevance of contents | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Consistency of the contents | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Readability of the contents | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Usability | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Innovativeness | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Usefulness and Transferability | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |

*Comments:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**IO2 – Toolkit**

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| --- | --- |
|  | *Please tick 1 for poor and 10 for excellent* |
| Relevance of contents | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Consistency of the contents | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Readability of the contents | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Usability | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Innovativeness | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Usefulness and Transferability | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |

*Comments:*

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**Section 5. Dissemination**

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|  | *Please tick 1 for poor and 10 for excellent* |
| Quality and usefulness of the Project web site | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Clarity and organization of the Project web site | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| User friendliness and usability of the Project web site | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Effectiveness of the overall project dissemination | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Quality of the dissemination activities | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |
| Quality of the dissemination results | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ |

*Comments:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Section 6. Final Remarks**

Strong Points:

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Weak Points:

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