

# Project Evaluation

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## What is project evaluation and what is its purpose

This is a document **summarising results achieved by the project and comparing them with the pass criteria** defined when launching the project (e.g. in the Project identification sheet or in the Project purpose).

By means of this document it is possible to assess whether and to what extent the project was successful or unsuccessful and to learn a lesson from that for the future.

## When is the document prepared

Project evaluation is one of the last activities within the project's life cycle; it is only prepared after **completion of the project implementation phase** when all relevant data for assessment of individual pass criteria are available.

## Who participates in the preparation process

The document is always approved by a member of the top management whose competency is to launch projects. The preparation itself is usually **delegated to a project team member**.

## When is the document used

**After completion of the project implementation phase.**

## Process of preparing the document

The document is prepared on the basis of the actual course of the project and its achieved results. It is based on the Project identification sheet and Project purpose where project pass criteria are specified.

- The project is first marked with relevant **identification features**. The main **factual parameters** of the project are summed up.
- **Pass criteria** of the given project are specified (see the Project Identification Sheet).
- Achieved **results** are stated.
- Finally, **deviations** are assessed and briefly accounted for.

## Example of a completed form

|                                |   |
|--------------------------------|---|
| Project name:                  | Development of student language skills  |
| Project identification number: | OPXY/XX/10/XX   |
| Purpose:                       | To improve graduate skills;<br>To increase the number of students interested in studying at our school.   |
| Project objectives:            | The language skills of our students will have increased by the end of XY.   |
| Project outputs:               | <ol style="list-style-type: none"> <li>1) A multimedia language classroom has been built</li> <li>2) 3 stays abroad for 20 students have taken place</li> <li>3) Internships abroad for 10 teachers have taken place</li> <li>4) Preparatory courses for certification exams for 60 students have taken place</li> <li>5) 4 language modules for teachers have taken place</li> </ol> |
| Pass criteria:                 | <ul style="list-style-type: none"> <li>• 50% of the students in question will have reached at least the B1 level in June in Y pursuant to the reference framework for English and German</li> <li>• The budget has not been exceeded</li> <li>• The time schedule has been met</li> </ul>   |
| Actual results:                | <ul style="list-style-type: none"> <li>• B1 level pursuant to the reference framework for English and German was reached by 48% of the students in question</li> <li>• The budget was not exceeded</li> <li>• The time schedule has been met</li> </ul>   |
| Evaluation:                    | The project was implemented according to the time schedule and the budget, yet it still failed to meet its main pass criterion. Nevertheless, the deviation is rather small.<br>The cause of the failure seems to be ... (see Lessons Learned).   |

| <b>Project evaluation approval</b> |                  |
|------------------------------------|------------------|
| <i>Approved on: 03/07/YYYY</i>     |                  |
| <i>Approver</i>                    | <i>Signature</i> |
| RNDr. Jaroslav Přísny, headmaster  |                  |