



# Project EVALUATION

## CHECKLIST

PROJECT PHASE	YES	NO	Notes
<b>INITIATION</b>			
Was the original purpose of the project met?			
Were the right key stakeholders identified?			
Did the project meet its original objectives?			
What would be done differently next time?			
<b>PLANNING</b>			
Was the right plan established?			
Was the project team equipped to deliver the project?			
Were all the risks correctly identified?			
Was there buy-in from key stakeholders early in the project.			
What would be done differently next time?			
<b>IMPLEMENTATION</b>			
Did each team member understand their role and responsibilities?			
Were competing commitments identified and addressed early?			
Were the plan, budgets and risks updated as required?			
Did the Project Leader guide the team adequately?			
What would be done differently next time?			
<b>MONITORING</b>			
Were Project Status Reports completed regularly?			
Were issues and problems addressed quickly?			
Were there any major issues that could not be resolved?			
Did the team consistently meet their responsibilities and deadlines?			
What would be done differently next time?			
<b>EVALUATION</b>			
Was the project deemed successful by the Key Stakeholders?			
Is the project team happy with what they achieved?			
Was the project delivered on or under budget?			
Did the project finish by the final due date?			
What would be done differently next time?			



*It's a good idea to turn the checklist into a list of action items that can be incorporated into your next project. Tweak your processes before the next project launches.*