# Project Evaluation Form

**Purpose:** This form is designed to evaluate the project outcomes and determine the level of success based on predefined goals, performance metrics, and stakeholder satisfaction. It is used post-project completion to assess effectiveness and identify areas for improvement.

## Project Summary

**Project Title:** {projectTitle}

**Project Manager:** {projectManager}

**Evaluation Date:** {evaluationDate}

**Prepared by:** {evaluatorName}

## Objectives and Outcomes

**Initial Objectives:**

{initialObjectives}

**Achieved Outcomes:**

{achievedOutcomes}

## Success Criteria Evaluation

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Target** | **Result** | **Met (Yes/No)** |
| {#criteria}{criteriaName} | {target} | {result} | {met}{/criteria} |

## Stakeholder Feedback

{stakeholderFeedback}

## Lessons Learned

{#lessons}

* **{title}:** {description}

{/lessons}

## Improvement Areas

{#improvements}

* {description}

{/improvements}

## Final Assessment

**Overall Success Level:** {successLevel}

**Evaluator's Comments:**

{evaluatorComments}

{#recommendations}

### Recommendations:

* {recommendation}

{/recommendations}

## Follow-Up Actions

|  |  |  |
| --- | --- | --- |
| **Action** | **Responsible Person** | **Deadline** |
| {#followUps}{action} | {responsible} | {deadline}{/followUps} |