**[Project name]**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Project | Project Evaluation | Link to tool(s) |
| What point are you at?  | Choose an item. | Choose an item. |  |
| Partners/team identified  |[ ] [ ]  [**Team planner**](https://mentalhealthfoundation.sharepoint.com/%3Aw%3A/r/sites/SeeMeself-evaluation/Shared%20Documents/General/Tools/Planning%20tools/Team%20planner.docx?d=w0b58ea64e84a4ca7a7617e733f566350&csf=1&web=1&e=PNGGgD) |
| Timescale agreed  |[ ] [ ]   |
| Aims and objectives clearly defined  |[ ] [ ]  [**Evaluation plan templates**](https://mentalhealthfoundation.sharepoint.com/%3Af%3A/r/sites/SeeMeself-evaluation/Shared%20Documents/General/Tools/Planning%20tools/Evaluation%20plans?csf=1&web=1&e=rm0FNq) |
| Outcomes and indicators identified and mapped against See Me’s  |[ ] [ ]   |
| Team’s capacity assessed (think about other projects, current and future workload) |[ ] [ ]   |
| Resources allocated |[ ] [ ]   |
| Decision made about how to evaluate |  | Choose an item. |  |
| Participatory and/or co-production methods identified |[ ] [ ]   |
| Evaluation questions set (based on project outcomes & indicators) |  |[ ]   |
| Data collection methods identified |  |[ ]   |
| Information sheet created |  |[ ]  [**Participant information sheets**](https://mentalhealthfoundation.sharepoint.com/%3Af%3A/r/sites/SeeMeself-evaluation/Shared%20Documents/General/Tools/Planning%20tools/Participant%20Information%20Sheets?csf=1&web=1&e=CcB8Xv) |
| Consent form created |  |[ ]  [**Consent forms**](https://mentalhealthfoundation.sharepoint.com/sites/SeeMeself-evaluation/Shared%20Documents/General/Tools/Planning%20tools/Ethics/Consent%20forms) |
| Dissemination plan created |  |[ ]  [**Dissemination tools**](https://mentalhealthfoundation.sharepoint.com/sites/SeeMeself-evaluation/Shared%20Documents/General/Tools/Planning%20tools/Dissemination) |