**[Project name]**

1. **What point is the project at now?** Choose an item.
2. **Who are the project partners?** Click or tap here to enter text.
3. **What is the intended timescale for the project?** Click or tap here to enter text.
4. **Are the aims and objectives for this project/programme clearly defined?** Choose an item.

|  |  |
| --- | --- |
| If yes, outline them here: |  |
| If no: this is the next step | |

1. **Have the outcomes and indicators for this project been identified, and mapped against See Me’s outcomes and indicators?** Choose an item.

|  |  |
| --- | --- |
| If yes, outline them here: |  |
| If no: this is the next step | |

1. **Who is on the project team?** Click or tap here to enter text.
2. **What resources are allocated to the project overall? List any resources already allocated to run an evaluation.**

|  |  |  |
| --- | --- | --- |
|  | Project overall | Evaluation |
| Funding |  |  |
| Staffing |  |  |
| Other |  |  |

1. **What capacity does the team have for evaluation? (Think about other projects, current and future workload)** Click or tap here to enter text.
2. **By conducting an evaluation, what do you hope to find/ achieve?** Click or tap here to enter text.
3. **How are you going to involve people with lived experience?** Click or tap here to enter text.
4. **Will this be an internal or external evaluation?** Choose an item.