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| Name of project: |  |

**Project Evaluation**

This evaluation form contains a range of questions which will encourage you to critically assess what your project has achieved. Please respond to all questions honestly and thoroughly. If your project has failed to achieve what it set out to, you can still complete this form and your workflow, receiving recognition for your efforts. We value everyone’s experience in running a project, successful or not, to help inform future students and projects about techniques for success, so we value and appreciate anything you can tell us honestly about how your project went. If you are unsure about how to answer any of the questions in this form, or how much information to provide, please contact us on: (changeagents@exeter.ac.uk).

**Project Aims and Objectives**

Your project should have had clear and concise aims and objectives when you began working. Your aims outline your project’s long term outcomes and the direction you wish to take. The objectives are the specific and more short-term goals you will need to achieve in order to build towards that long term outcome.

Please outline what these were from your project. If you have already completed a Change Agents Project Plan earlier in your workflow, you can copy these across from that completed form.

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| **Aims**What are the long term goals of your project?  | * *E.g. Help students to be more aware of certain opportunities which can improve their employability*
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| **Objectives**What did your project need to do this year to achieve these aims? | * *E.g. Hold three employability events in December, February and May to help students address graduate placements.*
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On a scale of 0-10 (where 0 represents no completion and 10 represents fully completed), how much do you think that your project's aims and objectives as a whole has been achieved and completed so far? Please be as critical and as honest as possible. This question is not to "mark" your efforts in running the project, but to get you to think critically about how successful it was, and how much you achieved the goals you originally set.

Please highlight your desired score by placing an “X” underneath in the corresponding cell:

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| **0** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
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Why you have chosen this score? Please provide a detailed evaluation of your project, summarising what you have achieved, what went well and not so well, and how you could improve aspects of your project in the future, etc. Please type your answer in the box below:

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**Project Impact**

It is important to capture the impact of your project, so you can effectively assess how well you have met the aims and objectives you have set out in the previous section. You may find it useful to complete this section first before answering the previous section. Using the chain of impact grid, map out the different types of impact your project has had, and what data you have or can capture to allow you to evidence and evaluate to what extent this impact has been achieved. It is important that you think thoroughly and critically about the data and information you can capture to assess and justify how much your outputs, outcomes and impact has been achieved.

Just to recap on terms:

* Outputs – The products, goods or services which result from your project, e.g. a resource, an event, etc.
* Outcomes – The likely or achieved short-term and medium-term effects of your project’s outputs, e.g. a change in behaviour caused by attendance at an event, use of a resource, etc.
* Impact – Positive and negative, primary and secondary long-term effects produced by a project, directly or indirectly, intended or unintended, e.g. improvements to metrics, such as grades of employability, etc.

If you have not used the Chain of Impact before, the Change Agents & Partners website has a template document with further instructions on how this works.

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| ***Inputs*** | *Be as specific as possible, e.g. how much time, how many volunteers, which skills were used, etc.* |
| ***Activities*** | *Be as detailed as possible, e.g. how much time was spent on each activity, did activities need to be completed in any particular order or by any particular project member/partner, etc.* |
| ***Outputs*** | *List your projects outputs here* | ***Evidence/data and analysis of outputs*** |
| *Provide any data or evidence you have of the above outputs having been achieved, and provide any comment or analysis on this, e.g. had you originally planned to achieve this? Have you achieved what you originally had wanted to?* |
| ***Outcomes*** | *List your projects outcomes here* | ***Evidence/data and analysis of outputs*** |
| *Provide any data or evidence you have of the above outcomes having been achieved, and provide any comment or analysis on this, e.g. had you originally planned to achieve this? Have you achieved what you originally had wanted to?* |
| ***Impact*** | *List your projects impact here* | ***Evidence/data and analysis of outputs*** |
| *Provide any data or evidence you have of the above impact having been achieved, and provide any comment or analysis on this, e.g. had you originally planned to achieve this? Have you achieved what you originally had wanted to?* |

**Project Funding and Finance**

Many projects are lucky enough to receive access to at least some funding to help cover costs, whether that be a significant pot to last a few years, or minimal amounts to cover small costs, such as tea and coffee for an event, or a speaker’s expenses. This section will help us to learn more about if and how you have made use of any funds available to your project.

Did your project incur any costs that needed to be paid for? Please mark with an “X”.

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| **Yes** | **No** |
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If yes, please provide the total amount that you have used this year:

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| **£** |

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Please also indicate the source of these funds, e.g. Annual Fund, department’s discretionary budget, College Student Engagement budget, etc. If there were multiple sources, please also include a breakdown of how much came from where. If your project has made use of Annual Fund money this year, please indicate if and how much of your allocated funds are still available:

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**\*PLEASE NOTE**: If your project has received and/or more than £250 in funding throughout the academic year, we request that you attach to your workflow in addition to this form a detailed account of how this money has been spent across the year. You can provide this in any format, such as an Excel spreadsheet budget tracker, a template for which is available on the Change Agents & Partners website. You be prompted to include this on the online form in your workflow when you have uploaded this completed evaluation.

**Project Dissemination and Legacy**

An important part of making sure your work succeeds and continues to benefit other students is in how the project is disseminated, and then maintained after the initial outputs have been achieved. Some projects may have a particular end date, but continue to make an impact, whereas other projects will run indefinitely, but need to have a structured handover every year to maintain your long and short term goals and objectives. A few successful Change Agents & Partners projects have continued to run and have an effect on the student experience for years, well beyond the time students are initially expected to stay here for their course, so having a clear plan for the future is essential.

Generally speaking, projects with a clear goal of something to research, develop, or change, will have a defined lifetime. There may be some work to conduct after that period to continue the impact those changes could have, such as stakeholder communication, and to check longer term impact, but this is usually quite light touch. Projects which focus on delivering their aims through activities and events are usually the type of project we see that need to recur and continue in every academic year, e.g. conferences, speaker events, workshops, etc. It is these latter projects in particular that need careful attention to ensure there is a clear long-term plan in place and procedures for recruiting and handing over to new students after a defined period of time.

This section is designed to make you think critically about the legacy of your project as well as capture these plans, if you haven’t already addressed this yourself. Where possible, we recommend that you work with any staff partners or your Change Agents College contact to plan this out before completing this section of the evaluation.

Has your project now finished, or will it continue to operate as an ongoing activity?

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If your project is now complete, is there anything further that needs to be done with what your project has achieved? If so, what plans have been made to do this? For example, if you have produced a new resource for students, where will be kept and who will maintain and promote its existence to future students? If you have conducted research, how will this be used be others beyond your project?

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If your project will be provide an ongoing activity or service, what needs to be done and supported each year to maintain the project? What steps have you taken already to do this? Does the project already have shorter term objectives for what it intends to do next year, in order to work ever closer to the project’s longer term aims? If so, what are these, and how do they build on what you have achieved this year?

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If in your responses to the above two questions, there are any future activities that need to take place, are there resources (money, time, people) required to undertake these? If so, how are you planning on this being sustainable? For example, a project cannot indefinitely rely on securing a large pot of funding every year, so how can you address this? If a resource you have produced requires continuous support (possibly by a member of academic staff in your department), how can you make this process as simple and efficient as possible to reduce the time commitment needed?

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Finally, how will you or have you been disseminating the impact of your project to your stakeholders and the wider University community? For example, if your project benefits students, how have you been engaging with them to promote these benefits, etc.? Please provide details of what you have currently done so far, as well as what you are planning to do.

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Thank you for completing this evaluation form.

You can now upload this to the “Project Evaluation” to your Change Agents & Partners workflow.