

## Internal Project Evaluation Form

Please give us your evaluation of the 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> year of the project.

The survey includes questions regarding the project management, internal communication, collaboration with external stakeholders and the overall evaluation of the project.

Rate each question on a 1 (strongly disagree) to 5 (strongly agree) scale. Mark only one per row. If you give 1 or 2, please explain why and if it is possible give some advice, using the Comment lines.

All data will be treated confidentially.

Thank you for your valuable time.

|  | 1-Strongly<br>Disagree   | 2-<br>Disagree           | 3-<br>Neutral            | 4-<br>Agree              | 5-Strongly<br>Agree      |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>Project Management</b>  |                          |                          |                          |                          |                          |
| I know what the project aims to achieve.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The responsibilities for each partner are stated clearly.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I am aware what tasks my organisation must carry out in the coming 6 months.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Feedback from the lead partner is received when a query is raised from a partner.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Issues are resolved quickly and effectively.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| We receive instructions about meetings well in advance.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Internal Communication</b>  |                          |                          |                          |                          |                          |
| I am satisfied with the file-sharing tool used OneDrive and the method that is used for Project internal communications (e-mails). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Response from partners on raised issues is satisfactory.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| All partners provide regular updates on their work package activities.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| There is a good level of communication with the lead partner.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| There is a good level of communication among all partners.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Communication / dissemination strategy</b>  |                          |                          |                          |                          |                          |
| It was easy to find the relevant stakeholders. We have addressed all targeted stakeholders.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|  | 1-Strongly Disagree      | 2- Disagree              | 3- Neutral               | 4- Agree                 | 5-Strongly Agree         |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| The addressed stakeholders are well-informed on the development of the project.                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The addressed stakeholders are engaged to the project objectives.                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| It was easy to engage the relevant stakeholders.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Overall Project Progress</b>  |                          |                          |                          |                          |                          |
| The project is keeping up with the planned objectives.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The workplan of the project is being followed.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Any deviations from the workplan have been well considered and agreed by all.                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Partners have committed the required time and resources to achieve the objectives.                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I'm satisfied with the deliverables delivered during the first year of the project.                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| My expectations regarding my involvement in the project (effort, time, commitments, etc) were met.     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Please provide feedback of any issue you might have and how these can be improved (optional question): |                          |                          |                          |                          |                          |
| <div style="border: 1px solid #ccc; border-radius: 15px; height: 100px; width: 100%;"></div>           |                          |                          |                          |                          |                          |
| Date:  |                          |                          |                          |                          |                          |
| Your name (not compulsory):  |                          |                          |                          |                          |                          |
| Your organization:   |                          |                          |                          |                          |                          |