**INSERT ORGANISATION NAME/LOGO]**

**Evaluation report**

[This template can be used to report on project outcomes for small projects. Add rows as needed (e.g. stakeholder engagement) and remember to delete instructive text.]

|  |  |  |
| --- | --- | --- |
| **Project title** |  | |
| **Project manager** | [Insert name and position] | |
| **Project dates** | **Start date:** | **End date:** |
| **Project objectives/deliverables** |  | |
| **Outcome summary** |  | |
| **Key highlights/achievements/lessons learned** | [Indicate any key outcomes/achievements or /findings against objectives/deliverables] | |
| **Project budget usage** | **Budget amount:**  [Insert planned expenditure amount] | **Actual amount:**  [Insert actual expenditure amount] |
| **Comments:**  [Append budget spreadsheet, comment on whether the project was completed to budget and explain any variations] | |
| **Risk management** | Identify key issues/risks and risk mitigation actions taken | |
| **Changes/variations** | [Describe any changes/variations to the Project Plan.] | |