**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.]  |