

Internal Evaluation Form

Objective:

The goal of this form is to implement a continuous evaluation process in order to make sure that the project actually respects the initially set objectives and that the expected results are reached.

It is part of the **quality management strategy** and will allow, if it turns out to be necessary, to re-orientate the unfolding of the activities, to adapt it to partners' progress and expectations.

Instructions:

X evaluation forms must be filled in by **each partner organisation** throughout the whole project. They have to be sent by e-mail to (tick the appropriate box) *up to the project*

- Form 1: at the end of the first work package**
- Form 2: during the second work package**
- Form 3: at the end of the project**

Mark each one of the items below on a scale from 1 to 4, 4 being the highest (best grade) and 1, the lowest (worst grade). If you mark an item below 2, please indicate the reasons in the "comments" field.

Evaluation:

1	Topic 1: content of the project	4	3	2	1
1.1	Do you think that the transferred tools are consistent with the needs of the enterprises of your region?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Do you think that the proposed intervention methodology is adapted to the enterprises of your region?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Do you think that the instructions and explanatory elements are sufficient for implementing the tools and the methodology?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Do you think that the content proposed in the project is innovative [added-value, way of tackling the issue etc.]?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

2	Topic 2: transnational dimension	4	3	2	1
2.1	Does the project enables you to enrich your comprehension of the issue of demographic ageing through the discovery of innovative and different practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Do you think that the project allows the partners to exchange and transfer their good practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

3	Topic 3: project management & steering	4	3	2	1
3.1	Do you think that all partners are involved into the success of the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Do you think that the role distribution is clear enough?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Do you think that communication is frequent enough among the project partners?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Do you thing that the comprehension between partners allows a good coordination of activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Do you think that the different products and results of the project take sufficiently into account the specific context of your region?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

4	Topic 4: unfolding of the project	4	3	2	1
4.1	Do you think that the working quantity required from you is in keeping with your abilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Do you manage to carry out the required activities and tasks meeting the initial deadlines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Do you think that the financial plan is adapted to the needs of the project? (internal resources)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Do you think that you're sufficiently pro-active in the project unfolding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

5	Topic 5: diffusion / valorisation	4	3	2	1
5.1	Do you manage to involve the targets in the implementation of the project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Do you think that the communication and valorisation tools are efficient to reach the targets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Do you manage to integrate the project into the activities organised at your region / country level? [conferences, fares, media, forums, events, etc.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4	Do you think that the results of the project will be useful in the future activities of your organisation ? [either through their implementation or through their prescription]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Potential suggestions for improvement: