

Project Evaluation Form Sample

This **project evaluation form sample** provides a clear framework for assessing project outcomes based on defined scoring criteria. It ensures consistent and objective evaluation by assigning scores to various project aspects. Using this form helps stakeholders make informed decisions and improve future project performance.

Project Information

Project Name	
Project Manager	
Evaluation Date	
Evaluator(s)	

Scoring Criteria

Criteria	Description	Score (1 - 5)	Comments
Objectives Achieved	Extent to which project objectives were met.		
Time Management	Punctuality in meeting deadlines and project schedule adherence.		
Budget Management	Delivery of project within the approved budget.		
Quality of Deliverables	Meeting quality standards and requirements for project outputs.		
Stakeholder Satisfaction	Feedback from primary stakeholders or end-users.		
Risk Management	Identification and mitigation of key project risks.		
Team Collaboration	Effectiveness of team communication and cooperation.		

Scoring Guide

Score	Meaning
5	Excellent (Exceeded expectations)
4	Good (Met all expectations)
3	Average (Met most expectations)
2	Below Average (Met some expectations)
1	Poor (Did not meet expectations)

Overall Comments and Recommendations

Evaluator Signature: _____
Date: _____