

# Project Evaluation Form Sample Excel Sheet

This **project evaluation form sample Excel sheet** is designed to streamline the assessment process, allowing for efficient data input and analysis. It features customizable fields to capture key project metrics and performance indicators. Utilizing this template ensures consistency and clarity in project evaluations across teams.

## Sample Layout

Project Name	Evaluator	Evaluation Date	Criteria 1 (e.g., Timeliness)	Criteria 2 (e.g., Quality)	Criteria 3 (e.g., Budget Adherence)	Comments	Overall Score
Project Alpha	John Doe	2024-06-23	Excellent	Good	Average	Met expectations, minor delays.	8.5
Project Beta	Jane Smith	2024-06-22	Good	Poor	Above average	Needs improvement in deliverables.	6.5

## How to Use in Excel

1. Download or copy the table above into a new Excel sheet.
2. Customize the criteria columns to suit your specific project needs.
3. Fill out the fields after evaluating each project.
4. Use Excel functions to calculate averages or generate charts for analysis.

## Download Template

[Download Project Evaluation Form Excel Template](#)