

Project Assessment Form: Event Planning

This **project assessment form sample** is designed specifically for event planning, helping organizers evaluate all critical aspects of their projects. It ensures thorough analysis of resources, timelines, and potential risks to guarantee successful event execution. Utilizing this form streamlines decision-making and improves overall project management efficiency.

Event Name:

Event Date:

Event Organizer(s):

Project Objectives:

Resource Assessment

Resource Type	Availability	Notes
Venue	Available	<input type="text" value="Details..."/>
Equipment	Available	<input type="text" value="Details..."/>
Staff/Volunteers	Available	<input type="text" value="Details..."/>
Budget	Secured	<input type="text" value="Details..."/>

Project Timeline and Milestones:

List major milestones and deadlines

Risk Assessment:

Potential Risk	Probability	Impact	Mitigation Strategy
e.g. Bad weather	Low	Low	<input type="text" value="e.g. Arrange tents"/>
	Low	Low	<input type="text"/>

Additional Comments/Notes:

Submit Assessment