

Project Assessment Form Sample

This **project assessment form sample** provides a comprehensive template for evaluating project progress and outcomes, ensuring all critical aspects are systematically reviewed. It includes sections for budget evaluation to monitor financial performance and resource allocation effectively. Using this form helps streamline decision-making and maintain project accountability.

Project Information

Project Title	
Project Manager	
Department	
Date	
Assessment Period	

Progress Evaluation

Milestone/Task	Status	Completion Date	Comments
	Not Started ▾		

Budget Evaluation

Budget Category	Allocated Budget (\$)	Actual Expenditure (\$)	Variance (\$)	Comments
Personnel				
Equipment/Materials				
Travel				
Miscellaneous				
Total				

Risk & Issue Assessment

Risk/Issue	Impact	Probability	Mitigation/Resolution	Status
	Low ▾	Low ▾		Open ▾

Overall Assessment & Recommendations

Overall Project Status	On Track ▾
Comments/Recommendations	