Project Evaluation

Criteria & Scoring System for projects

Project evaluation is a systematic and objective assessment of a proposed, ongoing or completed project. The aim is to determine the relevance and level of achievement of project objectives, development, effectiveness, efficiency, impact and sustainability.

Why evaluate? Although evaluation may seem like an unnecessary additional task if you are already short of time and resources, it can save you both time and resources by keeping participants focused on, and working towards, the ultimate goal of the project. If necessary, it can refocus activity away from unproductive or unnecessary work.

Evaluation is most effective when it is a continuous (not just one-off) process informing planning and delivery when the project is being appraised, while the project is underway, and also once the project is completed.

Evaluation for assessing a proposed project

The following evaluation criteria were developed to support the decision-making process in your organisation for **accepting projects**.

Evaluation criteria & scoring system for projects

The following evaluation criteria have been developed to support the decision-making process for accepting projects/tools in *[your organisation]*.
Additional detail about the scoring system is outlined on the following page.

#	Weighting	General Criteria	Poor = 0 to 2	Possible = 3 to 6	Highly probably = 7 to 10
1	20%	*Degree of 'fit'/alignment with [organisation's] stated objectives*	Either no alignment or very poor alignment.	Partial alignment.	Strong alignment.
2	20%	*Rationale and the supporting evidence*	Poor problem definition. Either there is no evidence, or very little evidence, to support the project.	Adequate problem definition. The proposed solution is partially supported by the evidence.	Demonstrates an excellent understanding of the problem. The proposed solution is supported by good evidence.
3	20%	*Feasibility - achievability*	Not feasible - unlikely to be successful.	Moderate evidence of feasibility. Moderate likelihood of success.	Good evidence of feasibility. High likelihood of success.
4	15%	*Clear presentation of ideas.*	A general lack of clarity about the goals, objectives, benefits and timelines of the project. Poor project design.	Moderate level of clarity around goals, objectives, benefits and timelines of the project. Adequate design of the project, with some room for improvement.	The proposed project is clearly articulated. Good design of the project, with clear, achievable deliverable elements within a specified time period.
5	10%	*Sustainability over time*	Unsustainable without significant ongoing investment.	Partially sustainable with little or moderate ongoing investment.	Either completely self-sustaining or this criteria is not applicable to the project.
6	15%	*Budget*	Unacceptable budget. Poor breakdown of costs.	Moderately acceptable budget. Partial breakdown of costs.	Acceptable budget. Complete breakdown of costs.
#	No weighting	Strategic Value			
7	A sense and sensitivity check	*Aspects of this qualitative assessment will include a range of factors including (but not limited to) the following:* • *The price.* • *Importance of the project within the broader context of [your organisation].* • *Previous track record of the people/agencies that are involved.* • *Possible risks and mitigation strategies.* • *How do you think everything stacks up?*			

Scoring system

This evaluation uses a simple score weighted attribute (weighted criteria).

1. Your evaluation team works through each of the criteria in the table above and scores the first six criteria. The scores for each rating group are explained with an appropriate description for each of the criteria.

2. The assessment score for each criterion is multiplied by the weighting that has been assigned to that criterion (see the table above for the weights).

3. The weighted scores are then added up to give the total score.

Additional information to assist scoring for each criterion.

Rating	Definition	Score
Excellent	Exceeds the criterion.	9-10
Good	Satisfies the criterion with minor additional benefits and supporting evidence.	7-8
Acceptable	Satisfies the criterion.	5-6
Minor reservations	Satisfies the criterion with minor reservations.	3-4
Serious reservations	Satisfies the criterion with major reservations.	1-2
Unacceptable	Does not meet the criterion.	0

Notes:

- A score of 7 to 10 is considered to be a **pass mark** for that criterion.

- A score of 3 to 6 on any of the criterion may indicate that you should seek additional information before making a final decision.

- A score of 0 to 2 on any of the criterion means that the proposed project should be rejected.