

Learn to Lead Project Internal Evaluation Procedures

Aim

This procedure monitors the responsibilities of the partners involved in the LEARN TO LEAD Project and the progress and achievements throughout its duration. The aim of this evaluation is to support the project by providing a means by which the progress of objectives can be monitored and areas for improvement can be identified and necessary modifications made in an informed manner.

Procedure

The evaluation of the project will be spread over the project lifetime and will consider each of the objectives and how far we have made progress to their attainment.

1. A front end analysis will be carried out by the co-ordinator organisation prior to the first partnership meeting to ascertain the readiness of participants and to identify expectations in relation to the project.

2. Form based evaluation will be on-going throughout the project lifetime. An online survey will be developed for all participants to complete following each visit during the active partnership in order to evaluate the effectiveness of each meeting.

Carrying out these surveys periodically will enable the partnership to better understand the progress being made towards meeting the objectives of the project and the needs of the partners. The information gathered will help to inform the future actions of the partnership, what should happen at future partner meetings, allow the free flow of information about partners' perceptions and expectations, and identify any gaps in the project management and content and thereby inform the decision making process.

A report on each meeting will be written by the host, following each visit to their home State.

3. Partners' Individual Activities Evaluation carried out at the end of each activity carried out at local level (e.g. workshops, stakeholders meetings), each partner provides the participants with an Activity Evaluation Form and draws up the activity minutes based on the form and uploads it into the project Dropbox.

4. Summative evaluation will enable the partnership to ascertain the full impacts and outcomes of the partnership and how well the partnership attained or under/over achieved our objectives. This will be carried out on the completion of the project, during the final meeting. As part of this process, the partnership will assess the sum impacts of the project activities in our organisations and from a project perspective. Data gathered will show how the project outcomes have been achieved, how the partnership responded to challenges faced and the extent to which we achieved the targets we have.

One representative from each partner organisation will be nominated to ensure all staff and learners in their particular organisation contribute to the evaluation. Information from evaluations will be fed back to all partners and stored in the Project Dropbox.

5. Communication among partners evaluation

At the end of the first project year of implementation or following a request of the project coordinator, each partner, including the coordinator, fills a Communication Among Project Partners Evaluation Form and sends it to the coordinator for processing. The coordinator draws up the report and together with the suggestion (if necessary) for the improvement of communication strategy, sends it to the partners for consultation. The partners give feedback via e-mail and agree on the corrective actions. The agreed changes are uploaded in Dropbox.

Evaluation Timetable

Date	Description
09/2012	Front end analysis
11/2012	Evaluation of 1 st Partnership meeting (Turkey)
04/2013	Leadership course evaluation
03/2013	Evaluation of 2 nd Partnership meeting (Austria)
06/2013	Project Progress Report
06/2013	Communication among partners evaluation
09/2013	Evaluation of 3 rd Partnership meeting (Spain)
05/2014	Evaluation of 4 th Partnership meeting (Poland)
06/2014	Final Project Evaluation Report

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