CHECKLIST: KICK-OFF SESSION



*(Manual “Evaluation Management”, Step 2: Facilitate the kick-off)*



Project number and title:

Evaluation commissioner:

Participants:

Author/ Date:

|  |  |  |
| --- | --- | --- |
| **Question** | **Result(s)** | **Further need for clarification? How, when, by whom?** |
| 1. What is the **purpose** of the evaluation exercise? Learning – accountability?
2. What do those who have planned for an evaluation **need to know** and for **which use**?
3. What are the **key questions** of interest?
 |  |  |
| 1. Is an evaluation the **right option** to answer the question?
2. If not, what would be an **alternative approach**?
 |  |  |

|  |  |  |
| --- | --- | --- |
| 1. Who are the **intended users** of the evaluation exercise and how, when and to what extent do those people need to be involved in the evaluation?
2. What about the opportunities for project participants’ involvement?
 | [If applicable, refer to documentation of the “Stakeholder engagement analysis”] |  |
| 1. What are the expectations towards the **evaluator(s) expertise and qualifications**?
 |  |  |
| 1. What **budget** do we have at our disposal? Do we estimate this being sufficient for the purpose of the evaluation?
 |  |  |
| 1. What would be the **right timing** for the evaluation, taking into account the purpose of the evaluation as well as the project context?
2. What are **major deadlines** we would like to stick to, our rough road map?
 |  |  |

Author: Date: