**Project Evaluation Report Form**

**Project Details:**

* **Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Project Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluation Points:**

| **Evaluation Area** | **Rating (1-5)** | **Strengths** | **Suggestions for Improvement** |
| --- | --- | --- | --- |
| **Scope Achievement** |  |  |  |
| **Budget Adherence** |  |  |  |
| **Timeline Compliance** |  |  |  |
| **Risk Management** |  |  |  |
| **Stakeholder Satisfaction** |  |  |  |
| **Quality of Deliverables** |  |  |  |
| **Communication Effectiveness** |  |  |  |
| **Team Collaboration** |  |  |  |

**Final Evaluation Notes:**

**Evaluator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**