

Project-Based Evaluation Report

Project Overview

Project Title	_____
Project Manager	_____
Evaluation Period	_____
Date of Report	_____

Objectives

Briefly state the main objectives of the project:

- Objective 1
- Objective 2
- Objective 3

Key Activities & Timeline

Activity	Planned Dates	Status
Activity 1	Start – End	Completed/In Progress/Pending
Activity 2	Start – End	Completed/In Progress/Pending

Evaluation Criteria

- Achievement of Objectives
- Quality of Deliverables
- Timeliness
- Budget Utilization
- Stakeholder Satisfaction

Findings

Summarize findings based on the evaluation criteria:

- Findings regarding objectives achievement.
- Findings on deliverables’ quality.
- Timeliness versus plan.
- Budget performance.
- Stakeholder or customer feedback.

Lessons Learned

- Lesson 1
- Lesson 2
- Lesson 3

Recommendations

- Recommendation 1
- Recommendation 2
- Recommendation 3

Conclusion

Provide a final summary and overall assessment of the project outcomes based on the evidence provided above.

Important Notes

- This report provides a systematic and objective analysis of project performance.
- Include evidence and data wherever possible to support findings and recommendations.
- Be concise and focus on the most critical aspects of project execution and outcomes.
- Update the template as necessary to fit the specific requirements of each project or organization.
- Use this document to guide future project planning and continuous improvement.