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**? |  |  |

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| 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: