Evaluation Report template

# Introduction

# Evaluation strategy

*How you will evaluate whether or not you have met all your efficiency and effectiveness criteria.*

|  |  |  |
| --- | --- | --- |
| Timeframe | Description | Efficiency and Effectiveness Measures |
|  | *Acceptance testing* | *Efficiency*   * *Is the software solution easy to use and understand?*   *Effectiveness*   * *Are the correct results produced when known values are entered?* |
|  | *Post-project review* | *Usefulness of the project plan* |

# Evaluation report

*The results of the evaluation strategy outlined above.*

|  |  |
| --- | --- |
| Efficiency and Effectiveness Measures | Extent to which the solution meets the criteria through functional or non-functional requirements |
| *Are the correct results produced when known values are entered?* | *(results from the evaluation strategies outlined above)* |
| *Usefulness of the project plan* |  |
|  |  |

# Post-project review

*Reflection on both the conduct of the project and the results it achieved.*

## What worked well

## What could be improved

## Comments