**Evaluation of Your Project**

We do not have a specific **form** for the projects to be filled, as **each project is different.**

It is much simpler than a book report or a thesis, so every secondary school graduate can manage to do it. You just need to spend more than 20 minutes on this!

**Look at/Start with your project proposal and cover in your report the following:**

1. **Budget:**

Did each entity put its part of financial contribution into the project? If not, why not?

Did you stay within the budget? If not, why not?

If you have any surplus left, for which project/purpose are you going to use it?

Remember, you will need our approval for that!

We may ask for money to be sent back [or GC can ask for it, if they contributed] or we approve what you will use it for; but it will need our [or GC] approval, if the money goes into some other project.

1. **Content:**

Did all entities (churches, conference, Union) participate as planned? (If not, why not? We need to know it.)

**What did you do? What happened? Give us a short summary (not more than half a page).**

Was there a [significant] difference in running the project between various local churches?

How did the project go?

What went well?

What did not go well and why?

What lessons have you learnt from things that did not go well?

If you had to repeat this again, what would you do differently?

1. **Follow-up & Evaluation**

How was the follow-up conducted?

How was the evaluation conducted?

Was it a one-off splash and not much more done afterwards?

What can be done to strengthen the programme so that it becomes a **process** rather than an event?

1. **Summary:**

What are the overall lessons learnt?

The problem is not that you had some problems running it (you will!).

The problem is if you have not learnt any lessons from it.

How is your entity (church/conference/Union) better equipped to run similar programs in the future because of what you did and have learnt from this endeavour?

The whole report does not need to be more than 2 A4 pages…

We want to see the big picture.

Give us the bullet points.

No Bible texts and EGW quotes needed! 