Skills-Based Project Evaluation Tool

Once your skills-based project has been implemented, the next step is to evaluate its success. This is essential for demonstrating the value of skills-based volunteering to all your audiences, as well as engaging in future skills-based projects.

The scope of your evaluation can range from small to complex, depending on what's feasible for your organization. To measure impact effectively, evaluations should be performed accurately and consistently over an extended period of time.

Evaluating the success of your pro bono project over the short, medium, and long term will allow you to gauge and communicate the impact your project has had on your organizational capacity and ultimately, in meeting your mission. In conducting your post-project examination, you may find it helpful to leverage the Evaluation Tool (below) created by Common Impact. You can find an online version of this tool at: [http://www.readinessroadmap.org/evaluation-tool](http://www.readinessroadmap.org/evaluation-tool)

Project Goals

1. The project's role in helping us meet our organization's overall strategic goals or program strategy remained as anticipated.
   - Achieved
   - Mostly Achieved
   - Sort of Achieved
   - Not At All

2. The top 3 project goals that were identified before the project began were met.
   - Achieved
   - Mostly Achieved
   - Sort of Achieved
   - Not At All
3. The project success metrics that were identified before the project began were met.
   - □ Achieved
   - □ Mostly Achieved
   - □ Sort of Achieved
   - □ Not At All

Project Scope

4. The project met the major project components and milestones as defined in the original project scope.
   - □ Achieved
   - □ Mostly Achieved
   - □ Sort of Achieved
   - □ Not At All

5. The project stayed within the timeline as defined for each of the project components and milestones defined in the original project scope.
   - □ Achieved
   - □ Mostly Achieved
   - □ Sort of Achieved
   - □ Not At All

6. The skilled-volunteer team experience and expertise aligned well with the work that needed to be accomplished to reach our project goals.
   - □ Achieved
   - □ Mostly Achieved
   - □ Sort of Achieved
   - □ Not At All
The project plan outlined at the start of the project was referred to frequently while the project was in progress and course corrections were made, as needed.

- Achieved
- Mostly Achieved
- Sort of Achieved
- Not At All

**Project Leadership**

8. Our staff project lead was able to dedicate the time required to successfully lead the project for our organization.

- Achieved
- Mostly Achieved
- Sort of Achieved
- Not At All

9. Our staff project lead was able to make or facilitate project decisions in a timely matter.

- Achieved
- Mostly Achieved
- Sort of Achieved
- Not At All

10. Our staff project lead was able to successfully share the knowledge of the challenge addressed through the project with the skills-based volunteers.

- Achieved
- Mostly Achieved
- Sort of Achieved
- Not At All
11. Our staff project lead and volunteer team developed a strong working relationship and were able to communicate quickly and effectively (on project feedback, to resolve any project issues, etc.) during the course of the project.

- Achieved
- Mostly Achieved
- Sort of Achieved
- Not At All

Post Project Support Plan

12. Our staff received the required training to ensure that the work on the project was incorporated and maintained in our organization after the volunteers transitioned off.

- Achieved
- Mostly Achieved
- Sort of Achieved
- Not At All

13. The project has been integrated into the organization’s day-to-day operations.

- Achieved
- Mostly Achieved
- Sort of Achieved
- Not At All

14. We have saved the project materials developed by the volunteers (project plan templates, decision trees) to use for future internal projects.

- Achieved
- Mostly Achieved
- Sort of Achieved
- Not At All
15. The key stakeholders that need to be kept engaged about the integration of the project and carrying it forward are kept apprised in a timely manner.
   □ Achieved
   □ Mostly Achieved
   □ Sort of Achieved
   □ Not At All

16. We have secured (or developed a plan for) financial resources (cash or equipment grants, corporate sponsorships) to sustain the project in the long-term.
   □ Achieved
   □ Mostly Achieved
   □ Sort of Achieved
   □ Not At All

Outcomes Reporting

17. We have defined metrics that will help our organization continue to measure the impact of this project over time.
   □ Achieved
   □ Mostly Achieved
   □ Sort of Achieved
   □ Not At All

18. We informed our key stakeholders about the start and completion of the project (newsletters, press release, 1:1 meetings).
   □ Achieved
   □ Mostly Achieved
   □ Sort of Achieved
   □ Not At All
19. We communicated impact data to our key stakeholders (cost savings, time savings, additional dollars raised, increase in client inquiries).
   □ Achieved
   □ Mostly Achieved
   □ Sort of Achieved
   □ Not At All

20. We have incorporated the impact data gathered from this project into our marketing collateral (case studies, stories etc.) to demonstrate our strengthened organizational capacity with key stakeholders.
   □ Achieved
   □ Mostly Achieved
   □ Sort of Achieved
   □ Not At All

Engagement of Volunteers

21. We have requested project feedback from our volunteers to understand their perspective on project success.
   □ Achieved
   □ Mostly Achieved
   □ Sort of Achieved
   □ Not At All

22. We have incorporated the project feedback received from our volunteers into our approach to volunteer engagement.
   □ Achieved
   □ Mostly Achieved
   □ Sort of Achieved
   □ Not At All
23. Our volunteers (or a subset) have remained engaged with our organization after the project came to a close.
   - Achieved
   - Mostly Achieved
   - Sort of Achieved
   - Not At All

24. We have added the volunteers to our ongoing communication lists (newsletters, annual appeal letters etc.) to ensure continued exposure to our programs.
   - Achieved
   - Mostly Achieved
   - Sort of Achieved
   - Not At All

25. We have recognized the work of the volunteers and have kept them apprised of our progress on carrying the project forward within our organization.
   - Achieved
   - Mostly Achieved
   - Sort of Achieved
   - Not At All

26. After this project, we are more inclined and ready as an organization to engage another team of skills-based volunteers to meet another organizational challenge.
   - Achieved
   - Mostly Achieved
   - Sort of Achieved
   - Not At All