# Evaluation Reporting Format for Envirolink Tools Projects

# (1-2 pages in length)

**Project Title:** «Project»

**Contract Number:** «ContractID»

**Local Govt Champion:** (Please complete)

**Completion Date of Project:** (Please complete)

## Project Aim:

***[Briefly describe what the aims and outcomes of the tools programme are]***

## Project timelines:

*[State projects timelines and whether met. Please supply further details if results differ from that proposed]*

## Budget & EDS forecast:

## Critical Performance Indicators:

## Programme Management

## Milestones (work programme)

## Key Personnel

## Ethnical & regulatory

## Audit Compliance

## Contract conditions

## Contract highlights

***ALL REPORTS MUST BE SIGNED BY THE RESEARCH ORGANISATION***

**Notes for Completing the Final Report**

This report should capture the learning and outcomes of the project and ***should be signed by the Research Organisation, the Council Champion and Regional Council Governance Committee***

## Exec Summary of evaluation and lessons learned:

*[Include details of any issues with project progress or other concerns]*