# Short and Long-Term Project Evaluation



This evaluation is to be completed in three stages by community partners working on a short or long-term project: after the first meeting, mid-way through the project or every 3-6 months, and after project completion. The purpose of this evaluation is for our team to understand the current engagement experience and make improvements where needed. **Please note that some questions have been adapted from the McMaster University Public and Patient Engagement Collaborative PPEET** [**ppe.mcmaster.ca/our-products/public-patient-engagement-evaluation-tool**](ppe.mcmaster.ca/our-products/public-patient-engagement-evaluation-tool)**.\***

Full or partially completed forms can be emailed to your project lead or Leah Hodgson (Associate, Community Engagement and Communications; [leah.hodgson@algomaoht.ca](mailto:leah.hodgson@algomaoht.ca)).

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| Full Name: |  |
| Name of Project: |  |
| Meetings are: | Online  In person |

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| AFTER FIRST MEETING | |
| Do you experience any barriers to participation? | Technical Difficulties  Do not feel comfortable to speak  Group members are non-responsive to chat/emails  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| How would you rate your involvement overall (circle one)? | 1 2 3 4 5 6 7 8 9 10 |

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| --- | --- | --- | --- | --- | --- |
| To what extent do you agree with the following statements? | Strongly Disagree | Somewhat Disagree | Neutral | Somewhat Agree | Strongly Agree |
| I enjoy my time participating in this project.\* |  |  |  |  |  |
| The time I dedicate to meetings is valuable to the project.\* |  |  |  |  |  |
| The time I dedicate is valued by others involved.\* |  |  |  |  |  |
| I clearly understand the role of a community partner. |  |  |  |  |  |
| I receive the required materials well in advance of the meetings. |  |  |  |  |  |
| The materials I receive provide the necessary information to participate fully.\* |  |  |  |  |  |
| I am comfortable asking questions for clarification. |  |  |  |  |  |
| I am comfortable providing input.\* |  |  |  |  |  |
| The objectives of the meetings are clearly communicated.\* |  |  |  |  |  |
| I understand all of the language being used (ex. acronyms, technical terms). |  |  |  |  |  |

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| What improvements can we make to help facilitate your participation? |
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| Additional feedback/comments: |
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| MID-WAY THROUGH PROJECT (OR EVERY 3-6 MONTHS) | |
| Do you experience any barriers to participation? | Technical Difficulties  Do not feel comfortable to speak  Group members are non-responsive to chat/emails  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| How would you rate your involvement overall (circle one)? | 1 2 3 4 5 6 7 8 9 10 |

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| --- | --- | --- | --- | --- | --- |
| To what extent do you agree with the following statements? | Strongly Disagree | Somewhat Disagree | Neutral | Somewhat Agree | Strongly Agree |
| I enjoy my time participating in this project.\* |  |  |  |  |  |
| I am a valued member of the project team. |  |  |  |  |  |
| The objectives of the project are aligned with my expectations. |  |  |  |  |  |
| I understand all of the language being used (ex. acronyms, technical terms). |  |  |  |  |  |
| I am comfortable providing input and asking questions.\* |  |  |  |  |  |

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| What improvements can we make to help facilitate your participation? |
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| Additional feedback/comments: |
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| AFTER PROJECT COMPLETION | |
| How would you rate your involvement overall (circle one)? | 1 2 3 4 5 6 7 8 9 10 |

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| --- | --- | --- | --- | --- | --- |
| To what extent do you agree with the following statements? | Strongly Disagree | Somewhat Disagree | Neutral | Somewhat Agree | Strongly Agree |
| I enjoyed my time participating in this project.\* |  |  |  |  |  |
| I was a valued member of the project team. |  |  |  |  |  |
| The objectives of the project were aligned with my expectations. |  |  |  |  |  |
| I understood all of the language being used (ex. acronyms, technical terms). |  |  |  |  |  |
| I was comfortable providing input and asking questions.\* |  |  |  |  |  |
| I see results stemming from my contributions to the project. |  |  |  |  |  |

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| Please summarize your experience and/or the impact of your engagement. |
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| Please provide any advice to other partners who may participate in the project work in the future: |
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| Any additional feedback/comments: |
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