**Public Involvement Evaluation Form**

*Please note - public involvement evaluations are most effective when done by a mix of people connected to the project,*

*for example: steering group members, managers and staff from related services, and other key stakeholders.*

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| **Key questions** | **Responses** |
| **What we did and why we did it?**  - What were the objectives?  - What methods were used?  - How many people did we reach?  - How diverse a population were they? | **Objective**:  **Brief**:  **Methodology**:  **Reach / Representation:** |
| **How well did we do it?**  - Were the objectives met?  - What worked well and not so well?  - Were the methods and techniques  used effective?  - What could have been improved? | **Objectives met?**  **What worked well / successes**  **What didn’t work so well**  **Methods & techniques**  **Improvements** |
| **What impact did it have?**  - Did it achieve intended outcomes?  - What was the impact on: services;  patients involved; patients receiving  services; and staff? |  |
| **Closing the loop**  - What was the process to inform and update all stakeholders?  - Were there any issues and how were they dealt with? | **Plan**  **Key Actions**  **Issues** |
| **Lessons learned**  - What worked?  - What would you change? | **Key lessons learned to consider in future involvement activities**  **Benefits/reasoning** |