**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.*

|  |  |
| --- | --- |
| **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 receivingservices; 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**  |