**Evaluation of the Review Process**

**31/07/08SAMPLE ONLY**

**Evaluation of the PRD Activity (Reviewer)**

To help us review and improve the effectiveness of our review process, please complete this evaluation sheet and return it to [insert name] by [insert date]. The information you provide will be invaluable in helping us to ensure that future review teams are properly prepared and supported. Thank you.

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| **Your Name:** | **Date:** |

**1: Becoming part of the review team**

Consider the process that led to your becoming part of this review team

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| **What worked well?** *(Please add your comments)* |
| **What could be improved?** *(Please add your comments)* |
| **Any other comments?** *(Please give details)* |

**2: Training given to support you as a PRD team member**

Consider any training given in relation to your role as a member of the PRD team

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| **What worked well?** *(Please add your comments)* |
| **What could be improved?** *(Please add your comments)* |
| **Any other relevant comments?** (Please give details) |

**3: Team briefing given to support you as a review team member**

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| **What worked well?** *(Please add your comments)* |
| **What could be improved?** *(Please add your comments)* |
| **Any other relevant comments?** (*Please give details)* |

**4: How effectively did you undertake the Review?**

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| **What did you do that worked particularly well?** *(Please give details)* |
| **What did you do that didn’t work so well?** *(Please give details)* |
| **What would you like to do differently next time?** *(Please give details)*  **What impact do you think the review and the team’s feedback will have on the capacity to improve of the host organisation?**  **What collaborative development opportunities have arisen as an outcome of the review?** |

1. **Documentation used**

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| **Please give your comments on the documentation used by the PRD team to make judgements** |