



Worksheet 4: Questions for Project Evaluation Meetings

Meeting Date:

1. Are the planned activities being developed and implemented according to the schedule?
2. Is additional support needed? Within or outside of current project staff?
3. Are additional activities needed? Has the developing process started for extra activities?
4. Do some activities need to be modified/eliminated?
5. Are the resources allocated sufficient to carry out the tasks?
6. Are all of the target audiences being reached?
7. Does the priority ranking of target audiences need to be altered?
8. Are evaluations of products being completed; do they have any affect on upcoming products/activities?
9. Are any of our upcoming activities coordinated with the LGRW project, Storm water Phase I and Phase II permitting processes, Statewide Stormwater Education Campaign, or other outreach efforts?
10. How is our product review process doing? Is it efficient? Are deadlines for printers and dissemination being met?



Worksheet 5: Checklist for Tracking Status of Tasks, Products and Activities

Date of Meeting: _____

Product/ Task/Activity	Details	Status	Team Lead/ Coordinator	Changes/Comments
Item at hand	What has to be done, give yourself notes to work from	In progress, on hold, finished	Entity or person responsible to see details through	Write in groups response and ultimate outcomes. These become the action steps for team leader.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				