

Project Tracking and Review Template

What

A template to gather quantitative and qualitative feedback about your consultation.

Why

Reviewing your work is a great way to see impact and improvement opportunities. It's important to find out what went well and what didn't go well. Feedback from diverse perspectives helps paint a picture of what happened and how you can improve next time.

How

Adjust this template based on the activities used for your consultation. For qualitative feedback, you can log your own comments if you were the only researcher. Or add more lines if there were more researchers.

You can also add lines to gather feedback from participants too. Be inclusive in seeking feedback! Collect feedback from a range of participants, including those who were hard to reach in your consultation. Remember to code any responses from participants to protect their confidentiality.

what

why

How

We are here to help! [Reach out if you have any challenges or questions.](#)



Project Tracking and Review Template

Quantitative tracking and review of your consultation

(numbers, time, budget)

Research method	Who was involved	Number of people
Survey	Researcher	
	Participants	
Focus group discussions	Researcher	
	Participants	
Interviews	Researcher	
	Participants	

Research method	Planned length of time	Actual length of time
Survey		
Focus group discussions		
Interviews		

Research method	Planned budget	Actual costs
Survey		
Focus group discussions		
Interviews		





Project Tracking and Review Template

Qualitative tracking and review of your consultation

(feedback, comments suggestions)

Research method	Feedback from Insert name or code	What went well?	What didn't go well?
Survey	Researcher		
	Participant #1		
	Participant #2		
	Participant #3		
Focus group discussion	Researcher		
	Participant #1		
	Participant #2		
	Participant #3		
Interviews	Researcher		
	Participant #1		
	Participant #2		

Suggestions for improvement	Open dialogue and reflection Did we do what we said we'd do? How did we do?

