Project ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Short Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assigned Project Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assigned Project Agent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Receiving Partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location (City, Country): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Posted Volunteer (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Planned project dates (DD/MM/YY): Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Actual project dates (DD/MM/YY): Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of this L-L meeting (DD/MM/YY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting Participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting Location (room, address): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*What did HFI “Do Well” throughout the Project implementation and how and where could have HFI “Done Better”? These findings are confidential and will be reviewed by the HFI Project Review Council in order to take on any actions for improvement in HFI’s overall vision, mission, mandate and supporting Policies, Roles, Processes and Technology.*

1. **Project Application, Approval and pre-launch processes**
* How efficient and effective were all HFI processes?
* How were all interactions between HFI, applicant and all stakeholders on location?
* How well the Project Guidelines and Agency Agreements served the requirements of the applicant, project definition and funding request, its leadership and all benefactors involved

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| HFI did this WELL | HFI could have done this BETTER |
|  |  |

1. **Project Milestone and Task Stewardship**
* How well was the oversight given to achievement of project tasks and milestones executed?
* How well did the project planning documents (Project Plan and Milestones, Project Outcomes) serve the needs of the project and all stakeholders involved
* How well were unplanned risks mitigated and opportunities exploited to meeting the project objectives successfully

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| HFI did this WELL | HFI could have done this BETTER |
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1. **Project Financial Stewardship**
* How well was the oversight given to achievement of financial targets executed?
* How well did the project planning documents (Project Budget, Project Plan and Milestones, Project Outcomes) serve the needs of the project budget overall and for each individual implementation phase?
* How effective were the movements of funds between Canada and the local bank accounts including funding tranche releases per the cash flow required to meet the expenditure demand of the project?
* How effective were the Canadian fund raising processes for the project?

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| HFI did this WELL | HFI could have done this BETTER |
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1. **Project Evaluation and Monitoring**
* How effective and efficient were the processes and methods used to capture, track, evaluate and report on data that supported ongoing stewardship of information and analysis related to project Outcomes?
* How well did follow-through from needs assessment and definition of planned outcomes through to the tracking, measure, evaluation and confirmation of outcomes achieved?

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| HFI did this WELL | HFI could have done this BETTER |
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1. **Project Handover to receiving Partner**
* How effective was the handover of the enabling asset that the project created/delivered from HFI to the receiving Partner – as it concerned HFI; the receiving Partner?
* How well prepared and equipped was the receiving Partner to take on the long term maintenance and support of the enabling asset transferred, in order to maximum the value delivered through the expected usable life of the asset?

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| HFI did this WELL | HFI could have done this BETTER |
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1. **Project Agency Role**
* How effective did the Agent execute their role according to the T&C’s of the Agency Agreement and the needs of all their stakeholders?

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| HFI did this WELL | HFI could have done this BETTER |
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1. **Project Coordinator Role**
* How effective did the Project Coordinator execute their role according to the HFI Role Description and the general needs and expectations of all their stakeholders?

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| HFI did this WELL | HFI could have done this BETTER |
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1. **Overall Project Lifecycle Processes, Systems & Technology**
* How well did the HFI Project processes, templates, guidelines, and overall information handling and flow support all project leadership and other stakeholders?
* How well were communications handled overall between HFI and all stakeholders on location where the project was implemented?
* How effective and efficient was the HFI website and its supporting databases and applications in the information it captured and published throughout the project lifecycle and in support of all users of these systems?

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| HFI did this WELL | HFI could have done this BETTER |
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1. **Any other general learning from the HFI Agent, HFI Coordinators, or Receiving Partner regarding their end-to-end project lifecycle experience not captured above?**

|  |  |
| --- | --- |
| HFI did this WELL | HFI could have done this BETTER |
|  |  |