At the End of a Project

Once you've delivered all of your strategies and taken all of your planned actions, your project comes to a close. Before you move on to your next activity, take some time to wrap up the project with these actions.

Saying thanks

When you have finished your event, concluded your role in an organisation, or sent off your petition, make sure you thank the people who helped you. This is really important if you had help from sponsors, or worked on a project in a group.

Acknowledging people's efforts and recognising their contribution will reward them, and make them more willing to help you or another young person next time. It may also encourage them to help you by acting as a referee in your resume for future opportunities.

Having contact with those who have helped you once the project is over is a good way to get feedback and evaluate the process.

Evaluation

Take some time to reflect on how things went. Did you achieve your goal? Compare what happened to your original plan, and see what changed and what didn't. You may have achieved something you hadn't planned for!

Get feedback on your project from others. This could be done by asking questions or getting people to fill in a form. Consider asking for feedback from:

- young people in your project group
- young people or other stakeholders who contributed to your event or project (e.g. artists, service providers, stall holders, organisations involved)
- young people who participated in your project or event (e.g. attendees).

The questions you ask could address the following:

- How successful was the project in achieving its goals?
- Was the project well organised and enjoyable to be a part of?
- How did people benefit from attending or being involved? How do we know?
- What could be done differently next time?

By evaluating your project, you will get good feedback and information that will help you with your next project, or help someone else with their first one.

The My-Peer Toolkit website has some tips and examples about evaluation that might help you.

Useful tip

Think about evaluation at the start of your project and what your measures of success might be. That way you can plan to collect the information you need along the way.
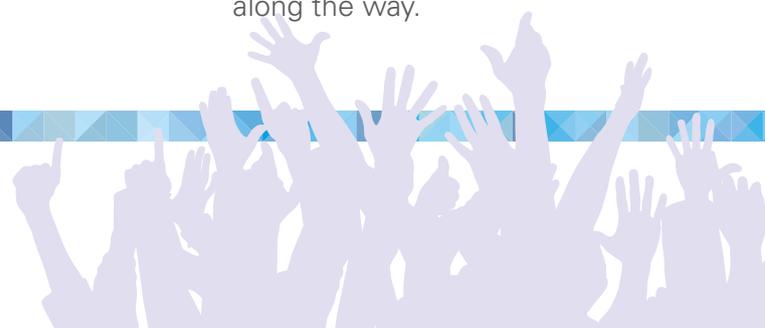
Case Study: YMCA Youth Parliament

The YMCA Youth Parliament is an annual program which provides young people with the chance to share their views about their community and lobby for ideas they feel passionate about. The program is run by a team of volunteers known as the 'Taskforce', who look after all aspects of the program.

Evaluation and reflection are a big part of the Taskforce's work. At the end of the program each year, thank you letters and cards are sent to all individuals and organisations that helped out with the program. Participants are asked to complete surveys to collect information about how they felt about the program and any suggestions for future years. The Taskforce reviews this information and has its own feedback survey and debrief meeting, where suggestions are made and collected in a report for the following year's Taskforce to read during their planning. This ensures that ideas for change are collected for future years.

"Feedback surveys give us useful information, and they also empower the participants by giving them a voice to shape the program for future years."

Ashlee Kovalevs, Youth Parliament Coordinator

"Evaluations help us improve our procedures and fix up the gaps—we know the program gets better every year because we take on feedback."

Lucy Tillotson, Taskforce Communications Coordinator

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