



HABITAT
CONSERVATION TRUST
FOUNDATION

HCTF Project Evaluation Workshops

METHODOLOGY

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Habitat Conservation Trust Foundation

General Methodology for HCTF Project Evaluation Workshops

Background:

In an ongoing effort to evaluate the outcomes of investments, HCTF uses several vehicles:

- Detailed evaluations of specific projects including financial audits
- Staff and Board on-the-ground evaluations of individual projects
- Annual technical evaluation of continuing projects
- Workshops where project leaders present their results for peer review.

This report summarizes the methodology developed for Evaluation Workshops.

Workshop Objectives:

The goal of this workshop was to allow project leaders to discuss their projects in a mutually respectful atmosphere, so that HCTF representatives and other project leaders could learn from each other's experiences.

Specific workshop objectives were to:

- 1) Review and evaluate the results of HCTF investments in projects; and
- 2) Provide a forum for organizations, resource managers and scientists to share information and ideas on how to further fish, wildlife and habitat management and activities in BC.

Project Selection:

A blend of the following criteria was used to select projects to be presented:

Multi-year projects that are at or near the end of their project life;

- High dollar projects;
- Mix of small, site-specific and larger, wider ranging projects;
- Mix of 1-year and multi-year projects;
- Geographic spread throughout BC;
- Blend of proponent types by organization.

Participant Requirements:

Participants were required to:

1. Make a 15- to 20-minute presentation with the following mandatory elements:

- Project summary
 - Project objectives
 - Methodologies / Activities (including communication and outreach)
 - Outcomes achieved to date and linkage to HCTF Strategic Objectives
 - Budget summary
 - Lessons learned (e.g., meeting timelines, identifying target audiences, ensuring activities / methods reach the target audience, measuring the effectiveness of the methods / activities used and whether outcomes have been reached)
2. Complete an evaluation sheet (anonymously, if desired) for each project presentation.

HCTF Board members in attendance also participated in the review and evaluation of each of the projects.

Methods:

Workshop participants were asked to fill out a Project Feedback Form (appendices A1 and A2) after each presentation, evaluating the 5 main elements of the project:

- Project Objectives
- Methodologies/Activities/Outreach
- Outcomes Achieved to Date
- Budget
- Lessons Learned

Participants scored each section of the project out of 10, and provided any written comments in response to questions that were included on the feedback form. The mean score for each section were calculated and comments from all the forms submitted were recorded. The scores and all comments on each project were only sent to the individual presenter.

Participants were also asked to fill out a General Feedback Form for HCTF (appendix B) by scoring the evaluation workshop (out of 10), and providing any comments on the workshop and on HCTF projects and/or process. A range of scores and a mean score for the workshop were calculated and all the comments recorded.

Appendix A1. Fisheries Workshop Project Feedback Form

Instructions for Project Feedback Forms

The object of this exercise is to provide successful HCTF applicants an opportunity to present the results of their HCTF funded project in a professional and collegial atmosphere, and to learn from each other's experiences, including both successes and failures.

Note: The presenters are not being evaluated on the quality of their communication style.

Please listen to each presentation and fill in the review forms provided for each project.

Rate each project on the basis of 1) scientific and management content and 2) outcomes and achievements, for the following:

- Summary
- Objectives
- Methodology
- Outcomes achieved to date
- Budget summary
- Communications/outreach activities (if applicable)
- Lessons learned

This is an anonymous review; however you may identify yourself if you wish.

Project Feedback Form: Fisheries Workshop

Introduction/ Summary Circle one (1=poor, 10=superb): 1 2 3 4 5 6 7 8 9 10

Did the summary provide a clear and concise description of the project including problem statement, objectives, activities, measures of success and total cost of project to date?

Project Objectives Circle one (1=poor, 10=superb): 1 2 3 4 5 6 7 8 9 10

Did the objectives clearly identify how the project will help solve the problem or address the issue? Were the objectives realistic and measurable?

Methodology Circle one (1=poor, 10=superb): 1 2 3 4 5 6 7 8 9 10

Was the project approach sound and the methodology valid and properly applied? Could some methods have been applied more efficiently or differently? If so, how?

Outcomes Achieved to Date Circle one (1=poor, 10=superb): 1 2 3 4 5 6 7 8 9 10

Did the outcomes of the project make progress towards achieving the stated objectives? Is there another approach that you think might have worked better?

Budget Summary Circle one (1=poor, 10=superb): 1 2 3 4 5 6 7 8 9 10

Did the budget seem reasonable considering the scope and activities of the project? Were there outside funding sources that increased HCTF's value for money?

Communication/Outreach Circle one (1=poor, 10=superb): 1 2 3 4 5 6 7 8 9 10
(if applicable)

How well were project results communicated to resource managers and the general public? Were there other outreach efforts that could have been more effective in communicating the project's achievements?

Lessons Learned Circle one (1=poor, 10=superb): 1 2 3 4 5 6 7 8 9 10

Were the results useful? Were the results as expected based on your experience and knowledge? Did you learn any new information that will be useful in your position?

Appendix A2. Information, Education, Stewardship Workshop Project Feedback Form

Instructions for Project Feedback Forms

The object of this workshop is to provide successful HCTF applicants an opportunity to present the results of their HCTF-funded project in a professional and collegial atmosphere, and to learn from each other's experiences, including successes and failures.

Note: The presenters are not being evaluated on the quality of their communication style. Please listen to each presentation and fill in the review forms provided for each project.

- Rate each project on the basis of achievements for the following:
- Objectives
- Methodology / Activities (including Communications / Outreach)
- Outcomes achieved to date and linkage to HCTF Strategic Objectives
- Budget
- Lessons learned

You may choose to identify yourself on the review form or to remain anonymous.

Information, Education and Stewardship Workshop Project Feedback Form

Project Objectives Circle one (1=poor, 10=superb): 1 2 3 4 5 6 7 8 9 10

Did the objectives clearly identify how the project will help solve the problem or address the issue? Were the objectives realistic and measurable?

Methodologies /Activities /Outreach Circle one (1=poor, 10=superb): 1 2 3 4 5
6 7 8 9 10

Were the project approach sound and the methodologies /activities/outreach valid and properly applied? Did the project approach target the right audience? Were there other outreach efforts that could have been more effective in communication? Could some methods / activities been applied more efficiently or differently? If so, how?

Outcomes Achieved to Date Circle one (1=poor, 10=superb): 1 2 3 4 5 6 7 8 9 10

Did the outcomes of the project make progress towards achieving the stated objectives? Were the outcomes linked to HCTF Strategic Objectives? Is there another approach that you think might have worked better?

Budget Summary Circle one (1=poor, 10=superb): 1 2 3 4 5 6 7 8 9 10

Did the budget seem reasonable considering the scope and activities of the project? Were there outside funding sources that increased HCTF's value for money?

Lessons Learned Circle one (1=poor, 10=superb): 1 2 3 4 5 6 7 8 9 10

Were the results useful? Were the results as expected based on your experience and knowledge? Without this project's contributions, would these results have occurred? Did you learn any new information that will be useful in your position?

Appendix B. General Feedback for HCTF

Evaluation Workshop

Circle one (1=poor, 10=superb): 1 2 3 4 5 6 7 8 9 10

Please provide your thoughts on this workshop. Was it useful to you? What worked best? What needs improvement?

Any additional thoughts or comments you would like to tell us regarding HCTF projects and / or processes?

Thank you for your feedback to HCTF!