

# PROCESS EVALUATION SURVEY TOOL

## How to use this tool

Use this Tool once the workshop phase is over to review the effectiveness of the process. This version is for distribution following the closing date for Tenders or Grant Submissions. This allows for better understanding of the value to participants of being part of the process, but responses are coloured by success or otherwise in winning a Tender or Grant.

Alternative versions could be used immediately after each workshop, at the end of the workshop phase or after the completion of the whole procurement process.

## Organisation

1. Type of organisation
2. Role in organisation
3. Annual turnover of organisation

  
  

## Workshops/Forums

1. Which workshops/forums did you attend?

## Specific workshop/forum questions

*Describe aim of workshop/forum*

2. To what extent did the forum achieve the aim described above?

3. Was the forum content and methodology engaging and appropriate?
4. How satisfied were you with the way in which the workshop was facilitated?

  

*For second to final workshop/forum*

5. Did you feel agency responded to feedback provided at previous workshop/forum?

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## Co-Design Process

6. Did you feel you were able to make a valuable contribution through the co-design process?
7. Did you feel there was an appropriate level of guidance about the details of the program/need to inform the co-design process?

  

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## Invitation to Apply for a Grant/Tender

1. Did you feel the Invitation to Apply for a Grant/tender process reflected the input from the co-design process?
2. Were you involved in developing an application for the grant/tender?
3. If yes, did your involvement in the co-design process assist you in putting an application together?
4. If you were not involved in developing an application, why not?

  
  
  

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## Opportunity for further feedback

