

Internal “Debrief” Evaluation Guide For Projects and Planning

NOTES:

This guide can/should be customized to your project/planning process and probes can be added to review elements specific to your project/planning process. Provide as much detail as you can for each question by describing examples, providing supporting information and elaborating on what worked well/didn't work well.

INTRODUCTION:

1. Can you provide a **brief recap** of the project?
 - What was the project and timeline?
 - What methods and tools were used?
 - What was your role on the team?
 - Is there anyone else we should talk to?

PROCESS EVALUATION:

2. What **engagement efforts or methods, stood out positively** (as being particularly insightful, or that exceeded expectations)?
3. Did any **engagement efforts or methods not yield as much insight as expected** (e.g., low response or attendance, more work than it was worth)?
4. Did any **unforeseen issues arise** (difficulties in planning, efforts not well received, etc.)?
5. Did you take any **extra efforts to increase the diversity of the input?** Which groups and how well did it work?
6. In hind-sight, were there **any groups that were likely under-represented?** Which ones and why?
7. Did you make an **effort to align PE efforts with the level of engagement desired on the PE continuum?** (e.g., inform, consult, involve, and collaborate).
 - Were your efforts more educational/informational or designed to gather input to influence some aspect of the project or both?
 - Do you feel that expectations were adequately managed?
8. Is there **anything you would have done differently**, if you could do things over again?
9. Do you have any **specific tips or “words of wisdom” to share** with others planning or executing PE efforts? (e.g., about logistics, planning, timing, approach, technology, method, use of consultants)

USEFULNESS/OUTCOMES:

10. What **new insights or understanding came out of these PE efforts** that were of benefit or might benefit MnDOT in the future?
11. What **decisions or changes were made that were directly influenced by the input** provided by stakeholders or the public?
 - Did anything influence project decisions, help meet project goals or get used to manage or improve public sentiment?
 - Do you have any thoughts on what other things could have been done to improve or increase the value of the efforts?
12. Overall, **does the completed project demonstrate that public input received was considered and/or used** during the project that would be interesting to document?

EVALUATION/CLOSING THE LOOP/DOCUMENTING:

13. What **research or evaluation efforts**, if any, were done before, during or after this project to aid planning or decision-making, assess goals and/or evaluate impacts?
 - Which ones were most useful? Which could have been improved?
 - Are there opportunities to evaluate certain efforts or components or the project?
 - Are any case studies planned?
14. What has been or is being done **to close the loop** with stakeholder or the general public so they can see what was done, heard, considered and/or used?
 - If so: What and does it seem sufficient?
 - If not: Are there opportunities to do so?
15. What **project summaries** exist?
 - External summaries designed for public?
 - Internal summaries designed for MnDOT?
16. Are there **plans to document the PE and evaluation work done?**