

Activity Appraisal Checklist

Activity title:

Route taken in its development:
(How the proposal arose; who is supporting it etc)

- How will this activity contribute to overall business plan and securing outcomes?
- Clarity of purpose and relationship to other activities?
- What evidence is there of estimated need for this activity?
- What evidence is there of demand for this activity?
- Is it fully related to literacy/language/numeracy – or more likely to be partially funded from a range of sources (and are other sources identified?)
- Is it clearly about development rather than ongoing delivery?
- What evidence is there of planned intended impact?
- Is there a breakdown of costs; and a justification of why costs are as they are?
- What will any funding be spent on?
- Is there a clear (wider/deeper/faster/better ...) justification for support?
- What evidence is there that the activity will have clear and successful management?
- Is it likely to change the ways in which main programme activities are undertaken?
- What is the likely exit strategy (by when), or is it setting up likely continuation issues?
- Are all outputs and anticipated outcomes clearly defined?
- Are any assumptions clearly explained?
- Can progress be reported in robust ways (by whom)?
- Is there a clear and secure mechanism for monitoring?
- What evidence is there that other options are being considered?
- What evidence is there that this avoids unnecessary duplication, deadweight or displacement?
- Would the activity be helped by establishing a small number of milestones?
- Are any likely risks/delays etc identified?
- What are the links to wider city/regional/national strategies?
- Are members of relevant partner organisations in agreement with support for this activity?
- Does this contribute to wider learning; demonstration models etc?

End of Year Review Questions

(Note: This sheet, together with financial monitoring and quarterly reprofiling activities, can be used to assess activity progressing into a following year)

Activity: _____

1. How far did this activity meet the objectives it was set up to achieve?
2. How effectively/efficiently were the activities implemented?
3. Were there any management/monitoring issues?
4. What impacts has the activity had on the whole system? How have mainstream practices/benefits to people been changed because of this development?
5. What extra linkages (if any) have been made across to other activities/initiatives etc? How has it fitted with wider practices, strategies, plans?
6. Are there any wider lessons that have been learnt because of this activity?