

Workshop Process Evaluation

Reference Chapter 12 in
Requirements by Collaboration by Ellen Gottesdiener, Addison-Wesley, 2002.

Instructions: Rate each item 0 to 5, with 5 being strong agreement with the statement.

Before the workshop

- | | <u>Rating</u> |
|---|---------------|
| 1. The purpose was clearly defined. | _____ |
| 2. Products for the workshop were appropriate. | _____ |
| 3. The right participants were involved. | _____ |
| 4. Facilitator and sponsors clearly understood their roles. | _____ |
| 5. Materials provided in advance were useful. | _____ |
| 6. Participants were oriented and had realistic expectations. | _____ |

During the workshop

- | | |
|--|-------|
| 6. The workshop's purpose, products, process (agenda), and principles (ground rules) were clear. | |
| 7. The flow of workshop activities made sense. | _____ |
| 8. Everyone who should have been there, was there. | _____ |
| 9. Documentation during the workshop supported the products. | _____ |
| 10. The decision-making process was clear and appropriately used. | _____ |
| 11. The process was flexible and adaptive to group needs. | _____ |
| 12. The closing was clear and prepared us for appropriate workshop follow-up. | _____ |

After the workshop

- | | |
|--|-------|
| 13. Documentation was accurate and timely. | _____ |
| 14. Follow-up assignments were made appropriately. | _____ |
| 15. Relevant information from the workshop was shared with others. | _____ |
| 16. The workshop has contributed to project success (thus far). | _____ |