***Internal evaluation questionnaire: WP LEADERS AND COORDINATOR SELF -EVALUATION***

This questionnaire will be distributed to WP leaders about every 6 months, in order to allow self-reflection and evaluation. The questionnaires will be treated confidentially by UNIBO as WP4 leader and the results merged in the Evaluation report in an anonymous way.

Suggestion for the completion of the questionnaire: the questionnaire is meant to be completed by the officially appointed WP leader, if necessary with support by the persons who cooperate to the WP development and implementation of the work.

Only one questionnaire should be filled in per each WP and the answers given should represent the opinion agreed by the team members.

**WP:**

**LEADING PARTNER ORGANISATION:**

**Date:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Don’t agree at all** | **Don’t agree** | **Neither agree nor disagree** | **Agree** | **Fully**  **agree** |
| I have a clear idea of what are the expected activities and results from this WP |  |  |  |  |  |
| The work plan agreed for this WP is feasible |  |  |  |  |  |
| The results and outcomes expected by this WP are feasible |  |  |  |  |  |
| The tasks are well distributed among partners |  |  |  |  |  |
| All partners actively contribute to this WP |  |  |  |  |  |
| All partners have a clear idea of what are the expected activities and results of this WP |  |  |  |  |  |
| All partners know what are their respective tasks and roles in this WP |  |  |  |  |  |
| All partners regularly communicate with me and among each others on this WP |  |  |  |  |  |
| All partners usually consult me in case of problems and delay |  |  |  |  |  |
| I gave (I’m going to give) partners with clear instructions and guidelines on activities, roles, tasks and expected results of this WP |  |  |  |  |  |
| I regularly send to partners emails and communications about approaching deadlines and activities, as to help them in planning the work |  |  |  |  |  |
| I regularly ask partners to inform me on the state of advancement of the activities they are carrying out within this WP |  |  |  |  |  |
| II feel that my work is appreciated by partners and by the coordinator |  |  |  |  |  |
| I’m satisfied with the quality of outcomes and the results achieved so far within this WP |  |  |  |  |  |

* Did you encounter any problem in the last period? Please describe with clear reference to the WP and the tasks concerned. Please also explain how did you solve them or how do you plan to solve them
* Is there anything you would like to change / improve / bu different? Please explain with clear reference to the WP concerned.
* Other comments (please highlight here if there are discrepancy in the team about any answer above).