

Evaluation grid for organizations in charge of projects

Function

Using these criteria, you can assess whether and how systematically your institution or any other body in charge deals with quality issues in health promotion and prevention projects. The grid may indicate specific strengths and potential for improvement.

Scale

- No signs of systematic quality assessment
- First signs are available
- + Some elements are implemented, but not systematically or comprehensively
- ++ Yes, quality development is fully and systematically implemented

Criteria

1. Quality management

How is the quality of projects developed, assured and promoted?

.....

.....

.....

		--	-	+	++
1.1	Standard project management tools are used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	The process of <i>planning</i> of projects is defined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	The process of <i>managing</i> projects is defined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	The process of <i>evaluation</i> of projects is defined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	The process of <i>dissemination</i> of project results is defined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Projects are regularly and systematically reviewed and improved, using quality criteria.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Major stakeholders in the projects (e.g. multipliers) are involved in the systematic reflection on and improvement of the projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Experience of quality development in projects is exchanged with other organizations .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	The time and financial resources are sufficient to allow high quality projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	All processes affecting the management of the project are regularly reviewed and adapted if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Comprehensive quality management is established in the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

.....

.....

.....

2. Criteria for projects

On what basis is the quality of projects reflected and evaluated in the organization/institution?

.....

.....

.....

		--	-	+	++
2.1	Uniform and binding criteria are used for the systematic reflection and evaluation of project quality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	The criteria take into account aspects of project justification, planning, implementation and evaluation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	The criteria take into account values and principles of health promotion (equal opportunities, empowerment, settings approach, participation).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	For each project a quality profile is created on the basis of quality criteria, and a description of the strengths and areas for improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5	The quality profiles of all projects are compared and periodically evaluated across projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6	On the basis of recurring cross-project evaluations, systematic deficits will be identified and measures taken to overcome them (e.g. support, qualifications).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7	The adequacy of the quality criteria used for systematic reflection and evaluation of projects will be reviewed periodically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

.....

.....

.....

3. Templates, tools and documentation

What templates and tools are used and how is the documentation process organized?

.....

.....

.....

		--	-	+	++
3.1	Standardized parameters and tools are used for the planning, management and evaluation of projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	A tailor-made IT solution (e.g. the project management tool provided by quint-essenz) is used for project management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Projects and their systematic reflections and evaluations are documented according to standardized parameters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	The documentation of the projects and the systematic reflections and assessments can be viewed by all relevant staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

.....

.....

.....

4. Employees

How is it ensured that employees have optimal qualifications for the challenging tasks involved in project work?

.....

.....

.....

		--	--	+	++
4.1	Employees who are responsible for projects have specific qualifications for intervention projects in health promotion and prevention.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	The qualification requirements for employees is regularly reviewed. The quality profiles of the projects for which these employees are responsible are taken into account.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Employees who need further qualifications are helped to attend relevant training or education opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	The employees benefit from an occupational health management programme in their organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

.....

.....

.....

5. Closing question

Which of the following two statements is more relevant for the assessed organization?

The organization tends to manage fewer projects but invests in quality.	<input type="checkbox"/>
The organization tends to manage a lot of projects at the expense of quality.	<input type="checkbox"/>

Notes:

.....

.....

.....

.....