**TOOL #16**

**EPRP EVALUATION FORM**

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| EPRP Development Evaluation - Planning Process and Plan | |
| Quantitative aspects | |
| How much time did you spend in developing the plan? (too much, too little, right amount) |  |
| Do you have any ongoing responsibilities for follow up, maintenance, or revision of your part of the plan? |  |
| Efficiency of the process | |
| Were planning meetings well-focused on the task at hand? |  |
| Were planning partners informed of timelines and expected outputs? |  |
| Were planning outputs well-documented and incorporated into the overall plan? |  |
| Did your group or team complete your portion of the plan within the agreed timeline? |  |
| Qualitative aspects | |
| Were the right partners chosen to be involved in the process? |  |
| Were standards and guidelines to be followed in the plan documented and explained? |  |
| How would you rate the quality of the plan produced? |  |
| How would you rate the quality of the meeting management and facilitation? |  |
| Values/Perception | |
| Do you feel that the process was worth your time? |  |
| Do you feel that the plan produced was worth your time? |  |
| Do you believe that the process has better prepared you and other potential responders for emergency response? |  |
| Do you believe that the plan produced has better prepared you and other potential responders for emergency response? |  |
| What improvements can you recommend for improving this process or this plan? |  |