

PROJECT REVIEW NOTES

1 Evaluate the publications

Look back at the requirements of the SPB and for each publication ask yourself whether:

- it targets the right audience
- it meets all the requirements
- the file format and resolution are suitable
- the individual components such as text and images work together effectively
- you made good use of feedback
- you have only used copyright-free material.

What will you do differently next time you produce similar publications and why?

2 Evaluate the project as a whole

Think about:

- what you set out to achieve
- to what extent you have met the objectives
- how well your plan worked
- how well you managed your time
- whether you chose the right people as your test users and reviewers
- what, if anything, went wrong
- what others had to say
- what improvements you would make if you had time
- what you would do differently if you did the project again.

Use feedback from others to support what you have to say.

3 Evaluate your own performance

Questions you should ask include:

- how well did you work during the project?
- did you keep to deadlines and targets?
- how do you think your work on this project affected your performance in other work?
- how have you benefited from working on the project?
- what would you do differently if you did the project again?

Use feedback from others to support what you have to say.