**HAC Projects SELF-ASSESSMENT Rubric**
(please see rubric below)

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| **Completed by:** |  | **Email address:** |  |
| **For Project #:** |  |
| **Project Name:** |  |

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| **Appropriateness** |
| **1 - Needs Improvement** | **2- Fair** | **3- Good** | **4-Excellent** |
| * The project did not meet some local needs
* The project design had to be fully revised at some point during the project
* The project deliverables were often not on schedule
* The project did not include any local partners
 | * The project seems to meet some local needs
* Elements of the project design had to be revised at some point during the project
* The project plan was realistic
* The pace of this project was appropriate sometimes, but some deliverables were off schedule
* Some background analysis done before the project started on at least one out of three: related research, similar initiatives, and community needs
* The project included zero or few local partners
 | * The project seemed to meet local needs
* The project was well designed
* The project plan was realistic and addressed some of the needs of the population served
* The pace of this project was appropriate most of the time
* There was some background analysis done before the project started on at least two out of three: related research, similar initiatives, and community needs
 | * The project met local needs as confirmed by locals
* The project was well designed to fit into the community it served
* The project plan was realistic and addressed the full complexities of the population served
* The pace of this project was appropriate
* The project considered possible risks comprehensively and planned accordingly
* There was sufficient background analysis done before the project started on at least two out of three: related research, similar initiatives, and community needs
* The project planned to involve local beneficiaries and partners like NGOs, community associations, government, etc.
 |
| **Appropriateness Score** (whole number only)**:** | **4** |

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| **Effectiveness** |
| **1 - Needs Improvement** | **2- Fair** | **3- Good** | **4-Excellent** |
| * The project met less than ½ of its measurable outcomes as evidenced by collected data, or did not collect data to measure outcomes projected
 | * The project met ½ of its measurable outcomes as evidenced by collected data
 | * The project met at least ¾ of its measurable outcomes as evidenced by collected data
 | * The project met all of its specific, measureable, time sensitive outcomes as evidenced by a mixture of qualitative and quantitative data
 |
| **Effectiveness Score** (whole number only)**:** | **3** |

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| **Sustainability** |
| **1 - Needs Improvement** | **2- Fair** | **3- Good** | **4-Excellent** |
| * The project will not continue without grant funding
* The next phase of the project is not clear yet
* The risk that the outcomes will not be maintained is high
 | * The project is not likely to continue without grant funding
* The next phase of the project is not clear yet
* The risk that the outcomes will not be maintained is medium
 | * The project will likely continue without grant funding for 1 year
* The next phase of the project is planned and realistic
* There is someone dedicated to continuing to plan for project sustainability
* The risk that the outcomes will not be maintained is low
 | * The project will likely continue without grant funding for more than 2 years
* The next phase of the project is planned and realistic
* The project will increase in scale next year
* There is someone dedicated to continuing to plan for project sustainability
* The risk that the outcomes will not be maintained is low
 |
| **Sustainability Score** (whole number only)**:** | **3** |

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| **Impact** |
| **1 - Needs Improvement** | **2- Fair** | **3- Good** | **4-Excellent** |
| * The project leaders are unsure that the project impact has changed the experience of the target population /community for the better, or data shows that it has not.
* It is unknown if the people affected by the project would not have access to project benefits otherwise, or it is confirmed that they would through another initiative
 | * The project leaders think that the project impact has changed the experience of the target population /community f or the better
* The project has some unforeseen negative effects on communities, individuals or environments
* There is no testing for measurement invariance (subpopulation of the target population that didn’t receive the same level of success as others by gender, ethnicity, or other)
* It is unknown if the people affected by the project would not have access to project benefits otherwise
 | * The impact has changed the experience of the target population /community for the better as evidenced by data
* The project has little to no unforeseen negative effects on communities, individuals or  environments
* There is little evidence of measurement invariance (subpopulation of the target population that didn’t receive the same level of success as others by gender, ethnicity, or other)
* Some of the people affected by the project would not have access to project benefits otherwise
 | * The impact has significantly changed the daily experience of the target population/community for the better as evidenced by data
* The project has no unforeseen negative effects on communities, individuals or environments.
* There is no evidence of measurement invariance (subpopulation of the target population that didn’t receive the same level of success as others by gender, ethnicity, or other)
* The project affected people who otherwise would not have access to project benefits
 |
| **Impact Score** (whole number only)**:** | **4** |

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| **Efficiency** |
| **1 - Needs Improvement** | **2- Fair** | **3- Good** | **4-Excellent** |
| * The project took too long to meet its goals or did not meet its goals
* The project used grant money to fund things that ultimately did not contribute to the project goals being met
* Data and information was not collected to inform program changes
 | * The project felt rushed to meet its goals or took too long to meet its goals
* The project could have met its goals in a more cost effective way
* Data and information was not collected to inform program changes until the end of the project
 | * The project met its goals in the an adequate time frame considering the community it served
* The project met its goals in a cost effective way possible considering the community it served
* The costs involved were reasonable, given the benefits
* Informal collection of progress informed project changes that needed to be made to reach goals
 | * The project met its goals in the fastest way possible considering the community it served
* The project met its goals in the most cost effective way possible considering the community it served
* The costs involved were reasonable, given the benefits
* Real time, formal (standardized) data collection informed project changes that needed to be made to reach goals
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| **Efficiency Score** (whole number only)**:** | **3** |

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| **Connectedness** |
| **1 - Needs Improvement** | **2- Fair** | **3- Good** | **4-Excellent** |
| * This project does not take into account other initiatives happening in the area
* This project is not able to connect individuals involved with local resources
* This project does not improve any other issues in the area
 | * This project takes into account some initiatives happening in the area
* This project is not able to connect individuals involved with local resources
* This project does not improve any other issues in the area
 | * This project takes into account some other initiatives happening in the area and connects where possible
* This project improves at least one other issues in the area
* The project is able to connect individuals involved with local resources
 | * This project takes into account a full scan of other initiatives happening in the area and connects where possible
* The project has taken initiative to connect individuals involved with local resources to further develop their assets and strengths
* This project improves multiple other issues in the area
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| **Connectedness Score** (whole number only)**:** | **3** |

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| **Coverage** |
| **1 - Needs Improvement** | **2- Fair** | **3- Good** | **4-Excellent** |
| * Other than the project this problem addresses, It is unknown what other problems exist in the community
* It is unknown if the project benefits the most vulnerable people in this community
 | * This project brings a solution to the a problem in this community, but there are many larger problems the members are experiencing
* This project does not benefit the most vulnerable people in this community
 | * This project brings a solution to the one of the most difficult problems this community is facing
* This project benefits the most vulnerable people in this community
 | * This project brings a solution to the most difficult problem this community is facing as evidenced by qualitative or quantitative data
* This project benefits the most vulnerable people in this community as evidenced by qualitative or quantitative data
 |
| **Coverage Score** (whole number only)**:** | **4** |

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| **Team** |
| **1 - Needs Improvement** | **2- Fair** | **3- Good** | **4-Excellent** |
| * The members of this project team did not listen to each other with patience and respect.
* Decisions were not made communally
* Some team members contributed much more than others
* Work was disorganized
* Project progress was not monitored by shared documents and regular communication
 | * The members of this project team listened to each other with patience and respect sometimes.
* The group split the work without regard for individual’s specific strengths
* Decisions were not always made communally
* Some team members contributed much more than others
* Work was often disorganized
* Project progress was not monitored by shared documents and regular communication
 | * The members of this project team listened to each other with patience and respect most of the time.
* The group relied on each individual’s strengths to build the most successful project whole
* Decisions were often made communally but there were times everyone’s input wasn't heard
* Project progress was monitored by shared documents and regular communication, but there were times where documents were not updated
 | * The members of this project team always listened to each other with patience and respect.
* The group relied on each individual’s strengths to build the most successful project whole
* Decisions were always made communally with all members’ input considered
* Each team members’ use of time was balanced and fair compared to other group members
* Work was shared and organized
* Project progress was monitored by shared documents and regular communication
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| **Coverage Score** (whole number only)**:** | **4** |

***Thank you for complete this self-assessment.***
**Please save a copy of this file, renamed with your project number or name, and upload back to your report.**