**PROJECT OVERVIEW – [INSERT NAME OF PROJECT]**

|  |  |
| --- | --- |
| **NAME OF PROJECT** |  |
| **PROJECT START - FINISH DATES** |  |
| **PROJECT LIVE DATES** |  |
| **COC PROJECT LEAD** |  |
| **PROJECT SUMMARY**  |  |
| **TARGET AUDIENCES** **(PROVIDE EVIDENCE FOR EVALUATION)** | *
 |
| **CREATIVE CORE TEAM** |  |
| **ARTISTS (IF APPLICABLE)** |  |
| **HERITAGE PARTNERS****(IF APPLICABLE)** |  |
| **DELIVERY PARTNERS****(IF APPLICABLE)** |  |
| **PROJECT SPECIFIC OBJECTIVES/ OUTPUTS TO MEASURE**  |  |
| **HULL 2017 STRATEGIC OBJECTIVES THAT THE PROJECT IS CONTRIBUTING TO** | *
 |

**PROJECT MONITORING & EVALUATION PLAN –**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TARGET OUTCOMES FOR THE PROJECT – WHAT DIFFERENCE WILL THE PROJECT HAVE ON AUDIENCES AND OTHER STAKEHOLDERS?** | **TARGET OUTPUTS FOR THE PROJECT – WHAT WILL THE PROJECT DELIVER? (e.g. Number of commissions, Value of Ticket Sales, Number of audience members)** | **STAKEHOLDERS:** **WHO YOU’LL GATHER INFORMATION FROM**  | **SOURCES OF DATA COLLECTION:****WHAT METHODS WILL YOU USE TO COLLECT YOUR EVIDENCE?** | **TIMING OF DATA COLLECTION:****WHEN WILL YOU GATHER INFORMATION?** | **DATA COLLECTION:****PERSON (S) RESPONSIBLE**  |
|  |  |  |  |  |  |