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

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| **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 –**

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| **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** |
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