End-of-Project Learning Meeting Template

Instructions: An end-of-project learning meeting is a meeting, workshop, or other form of consultation that takes place at the end of a project or project cycle with the objective of reflecting on successes and challenges and capturing project learning to inform the program and/or future programs. These meetings include program staff, supervisors or leaders, and monitoring and evaluation (M&E) staff. Once the meeting is completed, learning should be shared with relevant stakeholders and key lessons learned should be saved. End-of-project learning meetings may be conducted separately from or in addition to project evaluations or research.

This template can be modified to add or remove elements and questions as they pertain to your program. For a meeting template that can be used on an ongoing basis to regularly analyze and act on data (rather than at the conclusion of a project) see Switchboard's Data Analysis and Action Planning Templates.

Project Summary	
Project/Program Title:	
Project/Program Grant Number(s):	
Contact Person/Lead:	
Location(s):	
Start and End Dates:	

End-of-Project Learning Meeting	
Date(s) of End-of-Project Learning Meeting:	
Name and position of each person involved:	

Name and position of each person with whom learning will be shared:	

1. Theoretical Basis of the Project

1.1	Were the program goals feasible?	
1.2	If not, why not?	
1.3	Does the theory of change behind the project seem sound?	
1.4	If not, explain (identify any assumptions that were false, missing steps/pre-conditions, etc.).	

2. Results

2.1	Did the project achieve what it was meant to achieve?	
2.2	If not, why not?	
2.3	What worked well? What about the project design and implementation should be continued or replicated in the future?	
2.4	How could the program's design be improved, if at all?	

3. Resource Requirements, Capacity and Cost-efficiency

3.1	Was there an adequate number of project implementation staff?	
3.2	Did project implementation staff have adequate skills/capacity?	
3.3	Was there an adequate number of M&E staff?	
3.4	Did M&E staff have adequate skills/capacity?	

3.5	Were there adequate resources?	
3.6	How did the level of resources available influence results?	
3.7	What level of resources and capacity would you recommend be in place for implementation of planned future activities or similar projects?	
3.8	How does the cost-efficiency (i.e. cost per output, or cost per client) compare to external benchmarks, if any?	
3.9	What contextual factors influenced output costs?	

4. Program Environment

In what ways, if any, did the program environment (the demographic, social, cultural, and economic context) affect:

4.1	• Implementation?	
4.2	• Operations?	
4.3	• Results?	
4.4	What are the implications of this for the continuation of the program or implementation of similar programs in similar contexts in the future?	

5. Accessibility, Content and Quality of Services

5.1	Did the program reach the intended population?	

Were there any discrepancies in access to services due to:

5.2	• Age?	
5.3	• Sex?	
5.4	• Ethnic group?	

5.5	• Disability?	
5.6	• Location?	
Were services and/or project activities:		
5.7	• Delivered/implemented as planned?	
5.8	• Responsive to client preferences, expectations, and aspirations?	
5.9	• Appropriate for the context?	
5.10	• Delivered within an appropriate timeframe?	
5.11	Did content and quality vary by locality?	
5.12	If so, did these variations influence results?	
5.13	Overall, what was the quality of the intervention?	

6. Sustainability

6.1	To what extent are the benefits of the project likely to continue beyond the end of the project/beyond client receipt of or participation in services?	
6.2	What are the major factors that could influence the sustainability of project benefits?	

Key Takeaways

What are the top lessons learned from the implementation of this project that could benefit program staff in your organization or in other organizations doing similar work? *Think about both what worked well and what did not*. Some example topics are provided.

Topic	*Lesson Learned*
Program design	

Access to services	
Evaluation	

Action Planning

Based on learning from this meeting, list any action required.

Concrete Action Needed	Person Responsible	Deadline