**R063: Writing your Evaluation**

In order to complete your evaluation, you must write up about the following:

* Did the whole enterprise activity go well from the start?
  + What went well? Why?
  + What challenges did you meet? How did you address them?
* Look at your business objectives in your business plan
  + Did you meet all the objectives? Proof?
  + If not, why not?
* What were the results of the questionnaire you completed after the event
  + What do these figures tell you? Analyse them fully.
  + What improvements could you have made?
* Analyse your own performance
  + How did you do?
  + What did you do well? Proof?
  + What could you have done better? Proof
  + What was your job role? How did you perform?
  + What contributions did you make?
  + How did these impact on the success/failure of tasks?
  + Did you organise any team members, how?
  + Did you have arguments? How were they resolved?
* Analyse your teammates performances
  + How did they do? Give examples for good and bad
* Ask teammates for their review of your performance and add it on.