

# SOP Template: Post-Activity Evaluation and Reporting Process

This SOP details the **post-activity evaluation and reporting process**, covering the systematic review of completed activities, assessment of outcomes against objectives, identification of lessons learned, documentation of results, and preparation of comprehensive reports. The process aims to enhance future performance, ensure accountability, and support continuous improvement through structured feedback and transparent reporting mechanisms.

## 1. Purpose

To establish a standardized process for evaluating activities after completion, documenting results, and generating reports that facilitate learning and improvement.

## 2. Scope

This SOP applies to all completed organizational activities, projects, or events requiring formal evaluation and reporting.

## 3. Responsibilities

Role	Responsibility
Activity Lead	Initiate evaluation, coordinate data collection, and oversee report preparation.
Team Members	Provide input, support data collection, and participate in evaluation discussions.
Quality/PMO	Review evaluation outcomes and reports for accuracy and completeness.
Management	Approve final evaluation reports and ensure implementation of improvement recommendations.

## 4. Procedure

- 1. Initiate Evaluation**
  - Schedule a post-activity review meeting within one week of activity completion.
  - Notify all relevant participants.
- 2. Collect and Review Data**
  - Gather documentation: activity plans, outputs, feedback forms, and relevant metrics.
  - Assess outcomes against pre-defined objectives and KPIs.
- 3. Conduct Evaluation Meeting**
  - Discuss successes, challenges, and deviations from plan.
  - Document key findings and lessons learned.
- 4. Draft Evaluation Report**
  - Summarize data, findings, lessons learned, and actionable recommendations.
  - Use the approved report template (see section 6).
- 5. Review and Approval**
  - Quality/PMO reviews the draft report for accuracy and completeness.
  - Activity Lead makes necessary revisions.
  - Management reviews and approves the final report.
- 6. Dissemination and Storage**
  - Share the report with stakeholders.
  - Archive the report according to organizational policy.
- 7. Follow-Up**

- Assign responsibilities for implementing recommendations.
- Monitor progress and report on completion.

## 5. Documentation Requirements

- Meeting minutes
- Evaluation report (see template below)
- Supporting documents (plans, output records, feedback, KPIs)
- Action tracking logs

## 6. Evaluation Report Template

Post-Activity Evaluation Report	
Activity Name/ID	[Enter activity details]
Date of Completion	[Enter date]
Evaluation Date	[Enter date]
Team Members	[List names]
Objectives	[List objectives]
Outcomes	[Summarize measured results]
Successes	[Describe key achievements]
Challenges/Issues	[List significant challenges]
Lessons Learned	[Summarize insights]
Recommendations	[Provide actionable recommendations]
Assigned Actions/Owners	[Detail follow-up actions and responsible persons]
Approval	[Name, date, and signature]

## 7. References

- Organizational policies on documentation and reporting
- Activity planning and evaluation guidelines

## 8. Revision History

Date	Version	Description	Author
[YYYY-MM-DD]	1.0	Initial release	[Author Name]