



Activity audit



Name of current activity:	
What are the aims and purpose of the activity?	
What are the objectives of the activity? Are they clearly reflected in the Terms of Reference?	
In what ways is the activity gathering the required information? In what ways is it missing information?	
What are the budget implications of the activity? Is it being implemented within its budget? If not, why not?	
What are the key factors impacting on the activity's timelines?	
What staff skills are most important for this activity?	
What consumer knowledge, skills and experience are most important for this activity?	



Name of current activity:	
What, if any, are the unintended effects of the activity?	
What evaluation of the activity — formal or informal—has been conducted?	
What, if known, has been the feedback from staff about the impact of the activity?	
What, if known, has been the feedback from consumers about the impact of the activity?	
What are some of the merits of the activity?	
What is the main thing you are learning from implementing this activity?	
What recommendations would you give to others who are considering implementing an activity such as this?	

