
Evaluating capital works

1. Introduction

Capital works may include:

- Structural repairs
- Improved access to the church
- Alterations within the church

The aim is to find out:

- What outcomes and impacts the capital works have had on:
 - The church building
 - Regular church users
 - Visitors
- What lessons can be learned for the future
 - For this church
 - For other churches

The evaluation will assess:

- Whether the works are completed on time
- Whether the works are completed within the budget
- Whether the works are completed according to the specification

In addition, it will be good to find out people's views about the process and the finished works, by asking:

- The project team, contractors, architect, etc about how they felt the works went
- Regular church users, about their views on the impact of the works
- Church visitors, e.g. for improved access or other alterations which have an impact on visitors

The evaluation will demonstrate things which went well and those which did not. These will be lessons which can be learned for future capital works projects (either by your church, or others).

2. How to evaluate the capital works

Monitoring of programme, budget and specification

This should all be recorded within the normal project management procedures for the capital works.

Completion review

Once the works are completed, ask the person (or people) responsible for managing the capital works project to write down the thing which they felt went well, anything which didn't go well, and any advice they have for the future.

Ask the architect, contractor, etc for their opinions of the project. Has the church been a helpful client, for example?

Ask the congregation and other regular church users about their views on the impact of the works, using appropriate methods such as:

- Short surveys
- Comments cards
- Discussion groups
- Interviews e.g. with the leaders of groups who use the church

Ask church visitors for their opinions, if the capital works have had an impact on general visitors. Use methods such as:

- Short surveys
- Comments cards