

# A quick guide to participatory appraisal

## Top tips

- Get to know the local service providers as funding and support might come from them.
- Choose a topic or issue that people feel strongly about.
- Be flexible and willing to change your project plans as you go along.
- Give the appraisal process time and enough resources.

**Participatory appraisal involves the community in gathering information as part of the plan, do and review project cycle. This worksheet provides guidance on the key things to consider in this process.**

**Identify project partners and team members who have skills in working with communities and consultation.**

*Identify people from the community who are willing to help gather information and form a community consultation group.*

**Offer the community training and support to do this task – provide the group with tools and templates and make it fun.**

**Plan different kinds of appraisal activities for variety.**

**Gather the results and put together the key findings.**

**Share the information with the community and the project steering group as part of the plan, do and review project cycle.**

## Help & advice

NGOs, public services, community workers, local councils or universities may be able to provide training or leadership on appraisal activities.

## Think about...

... **what information you want to gather**, and how this will help you in the plan, do and review project cycle. This might be:

People's attitudes or opinions on a particular theme or issue that affects them.

Monitoring information such as what activities were carried out and how many people were involved in your project.

Evaluation information such as feedback from people about how they felt about the project or how it influenced them.