**Worksheet 5: Develop a monitoring plan**

1. Copy across your outputs and objectives to the first column. Look to your workplan (worksheet 3) for your objectives.
2. What do your main stakeholders need to know?? What do you need to know to show you are achieving your outputs.
3. Work across the table filling in the other columns

There are many things you could monitor, but it is not realistic to monitor everything. Choose options that are “SMART”, do not choose things that are overly complicated or expensive (unless you have lots of time and money.) SMART stands for **Specific** to what you want to know, **Measurable**, **Achievable, Realistic**, and **Timely**.

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| **Evaluation** | **Monitoring** |  |  |  |  |  |
| High level questions? | **What do we need to know?** | **How can we know this? (Indicator)** | **Where will we get this information? (Data source or method)** | **Who will collect this information?** | **When will they collect it? How often.** | **Resources needed. Costs and time inputs.** |
| Is my work going as planned?  My Outputs …… |  |  |  |  |  |  |
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| Are we achieving the objectives ?  My Objectives ……. | **Short term** |  |  |  |  |  |
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| **Long term** |  |  |  |  |  |
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**Review your M & E Plan**

* Is it collecting the information you and other stakeholders need to make a useful evaluation of the project?
* Do we need to prioritise some monitoring activities to fit within budget and staff availability?
* If your budget or staffing numbers changed, what would you cut? Or add?