

EXERCISE: CREATING A MONITORING PLAN

Why should you do this step

* To have a clear plan about what you need to monitor, when, who will do it, and what you will do with the results.
* Monitoring takes time and resources, and can waste a lot of both –**time spent now writing a monitoring plan as part of the overall plan can save a lot of time and money**

Summary: Participants will work in their teams to develop a simple Measures Plan, **using their results chains** and other materials developed in the workshop.

1. Look across your Results Chain and identify the points where an indicator would be **most critical to demonstrate the causal links** in the chain - focusing on those ‘if-then’ steps with greatest uncertainty. Record the indicator and place it below the result.
	1. A good indicator should meet the following criteria:
		1. **Measurable**: Able to be recorded and analyzed in quantitative or qualitative terms.
		2. **Precise**: Defined the same way by all people.
		3. **Consistent**: Not changing over time so that it always provides comparable measurements.
		4. **Sensitive**: Changing proportionately in response to actual changes in the condition or item being measured.
2. Further prioritize your indicators based on your monitoring budget - which indicators are high priority and why.
3. For priority indicators, select your methods and how you will collect the information
	1. A good method should meet the following criteria:
		1. **Accurate**: Gives minimal or no error
		2. **Reliable**: Results obtained using the method are consistently repeatable
		3. **Cost-effective**: Not overly expensive for the data the method yields or for the resources the project has
		4. **Feasible**: Project team has people who can use the method, as well as the material and financial resources to use the method
		5. **Appropriate**: Appropriate to the environmental, cultural, and political context of the project
4. Determine who will collect the data and when
5. How are the results to be used and disseminated?
6. What changes could result from the information?

Using the tables below as a guide for your butchers paper, develop a plan to review:

**Implementation** of Actions (Strategies and Actions on the Results chain)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Action** | **Method**  | **Frequency** | **Who**  | **Cost**  | **Source of Funds**  | **What happens to result** | **What changes?** |
|  |  |  |  |  |  |  |  |

**Effectiveness** of your Strategies (Intermediate outcomes / Objectives on the Results chain)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Indicator** | **Method**  | **Frequency** | **Who**  | **Cost**  | **Source of Funds**  | **What happens to result** | **What changes?** |
|  |  |  |  |  |  |  |  |

**Status** of your Targets (Objectives and Goals on the results chain, Indicators in the Attribute Table)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Indicator** | **Method**  | **Frequency** | **Who**  | **Cost**  | **Source of Funds**  | **What happens to result** | **What changes?** |
|  |  |  |  |  |  |  |  |

