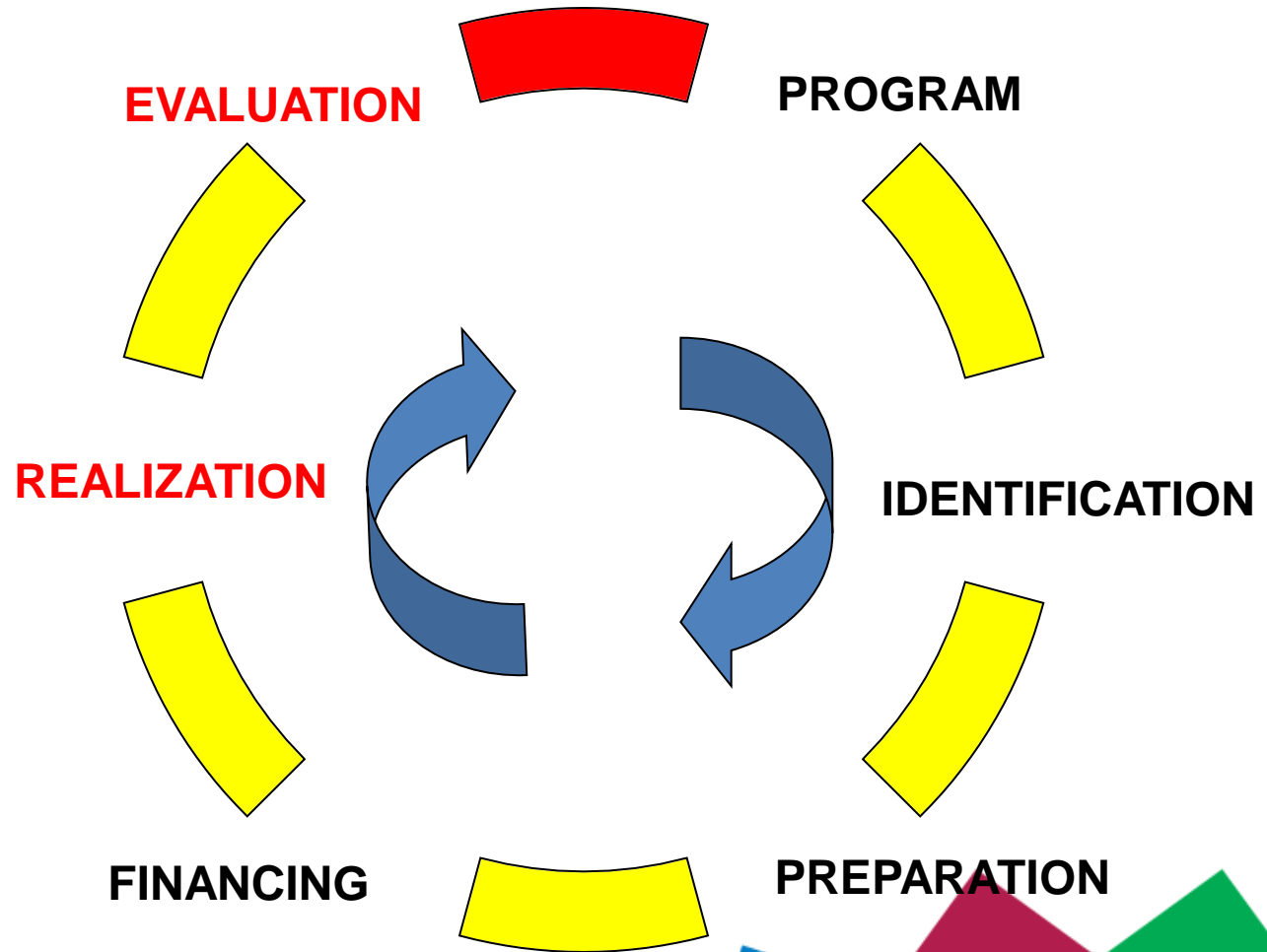




Workplan and Monitoring & Evaluation

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Project cycle



ACTIVITIES

- ACTIVITIES are means of achieving the results

E.g. **Activity:** Drafting the report **Result:** Draft of the report



Work plan (Activity plan)

Goal/Vision _____

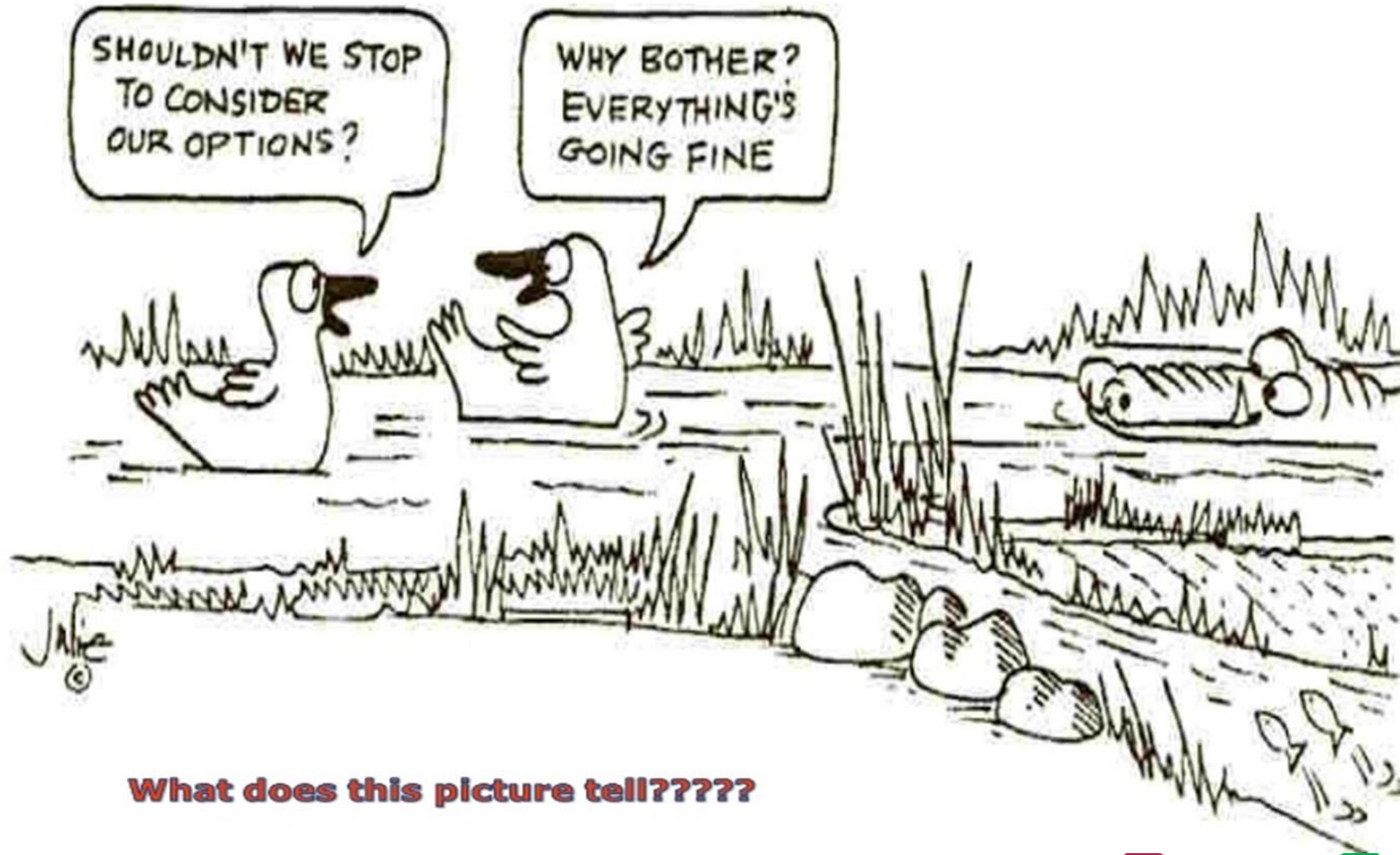
Objective _____

Team/Work Group _____

Activities	Persons Responsible	Resources Needed	Indicators of Success & Evaluation Plan	Date Completed



Monitoring and Evaluation



What does this picture tell?????



**Training
Academy**

STEP-UP: Skills Training to Empower Patients



M & E

- Monitoring is systematic regular collection of information and occasional analysis to identify and measure changes over a period of time (observe, check, record, provide info for evaluation).
- Evaluation is the analysis and direction of an activity and involves making a judgment on progress and impact (judge, value, assess, provide info for planning).
- The main differences between Monitoring and Evaluation are the timing and frequency of observation and the types of questions asked. When M&E are integrated as a project management tool, the line between the two becomes rather blurred.

Why to Monitor and Evaluate

- To assess project results
- To improve project management and process planning
- To identify lessons of general applicability
- To understand different stakeholders' perspectives
- To ensure accountability



Indicators

- To quantify and qualitatively assess a certain segment of implementation of a project
- To measure the results
- They have to be acceptable for stakeholders and certainly for donors
- Numerical value – number – is a crucial part of indicator
- Quality is subjective category

E.g. **Activity:** Organization of the training; **Result:** Training organized; **Indicator:** 20 participants attended the training.



Monitoring

- What is monitoring?
- Why we need to monitor activities?
- When to monitor?
- Who should monitor?
- How to monitor?



Monitoring

Monitoring is a process of regular collection of information on all aspects of the project.

Monitoring determines:

- Analysis of the current situation
- Identification of problems and providing solutions
- Maintenance activities on the right track
- Measuring progress towards specific goals
- Making decisions about human, financial and material resources



Monitoring

- Monitoring efficiency
- Monitoring effectiveness
- Monitoring impacts



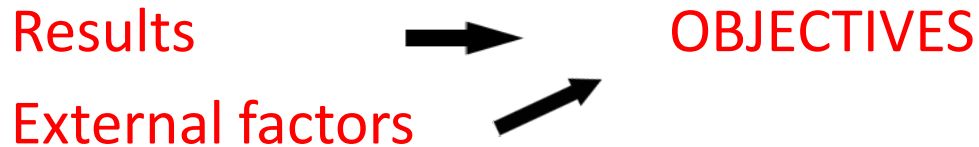
Monitoring efficiency

Resources → Activity → RESULTS

- It analyzes how the project was successful in transforming resources
- Provides information on produced revenues/costs
- This is a short-term action that is done monthly or quarterly



Monitoring effectiveness



- It analyzes the extent to which the production of results contributes to achieving the objectives
- Uses basic information before the start of the project as a starting point
- Performed semiannual or annual

Monitoring impacts



- Focused on longer period impacts to the environment
- Collects all the information at the community level and society and focuses on final beneficiaries
- It can start during the project but ends only some time after the project

Evaluation

- Evaluation is the process of finding and analyzing the information about implementation of the planned activities and how to achieve a specific objective through these activities
- Evaluation means finding out the value of something
- Evaluation is essentially the study and review of past operating experience
- To validate what results are achieved and why they were or were not achieved
- Evaluation helps to make plans for future work



Types of evaluation

- **Internal** and **External** evaluation
- **Formative** evaluation intended to improve performance most often conducted during the design and/or implementation phases
- **Summative** evaluation conducted at the end of intervention to determine the extent to which anticipated outcomes were produced



Evaluation chart

Objective	Activity	Indicator	Source of verification	Methodology	Responsible person	Timeline





**Thank you for your
attention!**

Questions and Workshop