Goal and Introduction to Monitoring & Evaluation (Developing deliverables & Milestones)

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Presentation

1. Introduction M & E
2. What is M&E ?
3. why should we do it?

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Introduction

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Introduction

1. Project management is the use of specific knowledge, skills, tools and techniques to deliver something of value to people.
2. Projects are temporary efforts to create value through unique products, services, and processes.
3. Projects are amalgamations of tasks, activities, and deliverables that must be structured and executed carefully to achieve a desired outcome.
4. Before an outcome is achieved, each aspect of a project must go through phases of initiation, planning, and execution.
5. This process is known as the project management lifecycle, and it is the lifeblood of successful projects.

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Introduction Cont.

- Project planning is a procedural step in project management, where required documentation is created to ensure successful project completion.
- Project planning is at the heart of the project life cycle, and tells everyone involved where you're going and how you're going to get there.
- Provides a basis to establish the business requirements, costs, schedules, deliverables, resource plans.
- Often the most challenging phase for a project manager.

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Introduction (Ctd)

- Project planning phase has two interchangeable terms that continuously crop up i.e. “deliverables” and “milestones”
- Both set out waypoints that allow a project’s progress to be judged and provide a focus for a team to work towards, but are they the same?
- Deliverables & milestones are common tools to determine and verify the progress and measure the outcome of a project.
- Help to increase the visibility and the impact of the project by disseminating its outcome.

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Deliverable

- Is a product or service that denotes the completion of a project phase **or**
- Is the output or the result of the project activities
- E.g can be the designs or videos that have been created in that phase

Milestone

- Is the completed project phase or the measurable & important accomplishment necessary to achieve a goal **or**
- Specific events in a projects life cycle.
- E.g can be the step of creating advertising content.

Some project milestones may not have tangible deliverables, while some may have several deliverables at intervals.

However, the more likely you are to measure the deliverables, the easier it is to track the forward progress of the milestones.

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What is M & E?

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What is M&E?

- Shouldn't our work speak for itself?
- Just a way to make more work?
- Funders don't trust us?
- Is our activity on track?
- Are we doing the right thing?; Right and efficiently?
- Are there better ways of doing it?

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Monitoring is the continuous assessment of a programme or project in relation to the agreed implementation schedule

Evaluation is a systematic assessment of an all elements of a program to assess its worth or relevance,

M & E is a process of continued gathering of information and its analysis, in order to determine whether progress is being made towards pre-specified goals and objectives

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Monitoring	Evaluation
Continuous: day-to-day, routine, on going activities	**Periodic**: important milestones (mid-term or end of project)
Documents progress using selected indicators/activities	Provides in-depth/comprehensive analysis Compare planed with actual achievements
Focuses on **inputs**, **activities** and **outputs**	Focuses on **outcomes** and **impacts**
Provides warning signs to managers	Provides managers with strategy and policy options if corrective action is needed
Looks at process at the output level	Considers results at outcome level

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why should we do it?

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Importance of M & E

1) Tracking resources & provide feedback on progress
2) Improve program implementation - managers
3) Informing future decisions based on accurate, evidence based information
4) Promoting accountability
5) Demonstrating impact
6) Identify lessons learned
7) Preserve institutional memory

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Common Terms of M & E

Term	Description
Inputs	resources required to achieve outputs, including money, equipment and human resources
Activity	Work performed in line with the plan
Outputs	tangible results of the input – cattle treated, farmers trained, agents established.
Outcomes	how the outputs have contributed to an expected change in the situation which was to be addressed by the project
Objectives	contribute to the overall goal and allows measurement of the success of the programme
Impact	the long term result of the outcome. The impact includes the overall social, economic, and other developmental effects that the outcomes of the programme have had the community.
Indicators	measure the achievements of the outputs, outcomes and objectives.

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Tools or M & E Planning

1. M & E Plan
2. M & E framework or Logical Framework (Logframe)
3. Theory of Change

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Developing an M & E plan

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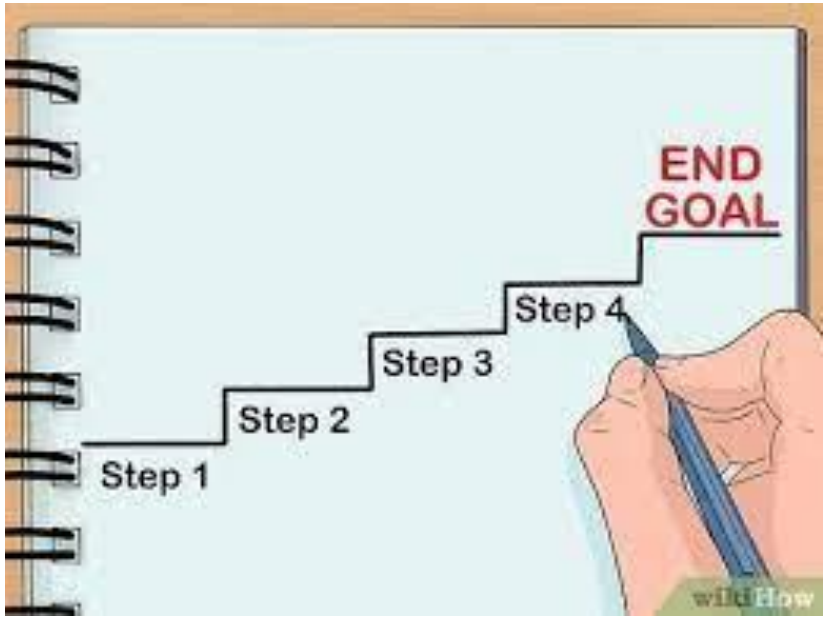
What is a plan ?

It’s a detailed way of doing or to achieve something.

A method devised for making or doing something or achieving an end,



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What is an M & E Plan?

An **M & E plan** is a document that helps to track and assess the results of the interventions throughout the life of a program.

Or

- Is like a roadmap that describes how you will monitor and evaluate your program, as well as how you intend to use evaluation results for project improvement and decision making.

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When and Why?

- M & E plan should be created right in the beginning when the project interventions are being planned.
- Helps to define, implement, track and improve a M & E strategy within a particular project(s).
- Helps to ensure that there is a robust system in place to monitor every little intervention and activity of the project and evaluate their success.
- Helps to identify opportunities and barriers as a team in the planning stage with a focus on problem-solving and maximizing impact.

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Steps in developing and M & E plan

Helps understand what to measure

Develop Objectives

Outcomes and Outputs

Indicators

Specific, Measurable, Relevant Timely

Data Collection

Sources & methods

Surveys, interviews FGD, etc

Data Analysis

Who is responsible

How will it be analysed and the which tools

Reporting & Dissemination

How & whom to report

Feedback and Learning Plan

Knowledge and learning

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Note: Essential component of the project or program

An M&E Plan should be

- Practical
  - Accessible to intended users
- Feasible, realistic, & diplomatic
- Legal & ethical
- Accurate
  - Reveal technically correct information

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M & E Plan template

	INDICATOR	DEFINITION How is it calculated?	BASELINE What is the current value?	TARGET What is the target value?	DATA SOURCE How will it be measured?	FREQUENCY How often will it be measured?	RESPONSIBLE Who will measure it?	REPORTING Where will it be reported?
Goal								
Outcomes								
Outputs								

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Goal	Percentage of Grades 6 primary students continuing on to high school.	Number students who start the first day of Grade 7 divided by the total number of Grade 6 students in the previous year, multiplied by 100.	50%	60%	Primary and high school enrolment records.	Annual	Program manager	Annual enrolment report
Outcomes	Reading proficiency among children in Grade 6.	Sum of all reading proficiency test scores for all students in Grade 6 divided by the total number of students in Grade 6.	Average score: 47	Average score: 57	Reading proficiency tests using the national assessment tool.	Every 6 months	Teachers	6 monthly teacher reports
Outputs	Number of students who completed a summer reading camp.	Total number of students who were present on both the first and last	0	500	Summer camp attendance records.	End of every camp	Teachers	Camp review report

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Group work: Developing an M&E Plan

- Break up into groups and develop an M & E plan on your chosen area of focus (problem)
- Shall present the work in groups and refine it as we go along

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