



MONITORING AND EVALUATION

ORGANISATIONAL DEVELOPMENT
INSTRUMENTS

MONITORING

Fill in the chart below to have on-going information related to different projects/ programs of the organisation:

	Objective(s)	Activities, in short	Results envisaged	Quantitative Indicators	Qualitative indicators	Means of verification	Responsible person	Lessons learned
Project 1								
Programme 1								

EVALUATION

Please see the chart below and use it as a template to evaluate a project/ program in your organisation:

Quality of outputs	
Stakeholder involvement	
Appropriateness of the project design (the work flow, indicators, means of verification, risks to project success)	
Technical, financial and managerial aspects	
Project organisation (files, technical and financial data, reports, financial documents, etc.	
Probable future trends at the end of the project	
Cost effectiveness	
Achievement of project objectives	
Effectiveness of managing unexpected situations	

LEARNING/ FEEDBACK

Whether it is a project, a current activity or the entire activity of the organisation, please take the following questions and collect feedback from members/ staff/ volunteers or beneficiaries of the organisation:

1. HOW WAS THE PROJECT FOR YOU, IN GENERAL?
What do you remember the most?

2. DID YOU ENCOUNTER SOME CHALLENGING MOMENTS?

3. DID YOU HAVE ANY “AHA” MOMENTS?

4. WHAT WOULD YOU DO DIFFERENTLY IN THE FUTURE?

5. OTHER COMMENTS

IMPACT ASSESSMENT

Follow the next steps to reflect over activities of the organisation and write about their impact:

1. **THINK ABOUT AND DESCRIBE SHORTLY**
one of the most important (in your opinion) project
or programme of the organisation:

2. **WRITE DOWN SOME OF THE SIGNIFICANT CHANGES**
or results of the project/ programme:

1. AMONG THE CHANGES/ RESULTS SELECTED, what do you think was the most significant change/ results? Please write why below

2. CREATE A SHORT STORY that describes this significant change/ result: (think about and write a particular story related to a person/ beneficiary or an important event etc.)