



Engagement Toolkit

MONITORING AND EVALUATION TOOL

Acknowledgments

There are a number of documents and practical guidelines that have been used to inform this Toolkit. The sources used here are listed in the References section at the end of the Toolkit.


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Once you have begun implementing your project, you can use this tool to help you think through how it went, and whether you need to change something. Evaluation is an essential part of your project, to help you see what you have achieved and what isn't working.

It is also important to evaluate along the way to see what you have achieved and to celebrate what you've accomplished. It is important to celebrate your achievements during your project so that you can feel confident you are making a difference.

You can use this tool at multiple points in your project to help you reflect and evaluate and make changes along the way.

The tool is designed to help you think through:

1. What happened and what you have achieved
 2. What you found out from what happened
 3. What you might need to do differently and what you should do next
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Monitoring and Evaluation Tool

Date of review

What we did

What happened

What we have achieved:

What didn't go to plan:

What other people told us about how our activity went:

What we learned

New issues we identified:

New actions we need to take:

Budget review

Are we successfully sticking to our budget?

Yes

No

If not, what additional expenses do we need to include?

Revise your budget table to include any new expenses.

<u>What we are going to do next</u>	When it will be done	Who is responsible