Monitoring plan

# Part I – General Information

## Section I.I – Monitoring information

Monitoring periods: \_\_\_\_\_\_\_

3-6 months for example

Monitoring dates: \_\_\_\_\_\_\_

During the implementing phase

\_\_\_\_\_\_\_

\_\_\_\_\_\_\_

\_\_\_\_\_\_\_

\_\_\_\_\_\_\_

\_\_\_\_\_\_\_

\_\_\_\_\_\_\_

Team member(s) responsible: \_\_\_\_\_\_\_

\_\_\_\_\_\_\_

\_\_\_\_\_\_\_

Project manager responsible: \_\_\_\_\_\_\_

Contact person in ODGP: \_\_\_\_\_\_\_

# Part II – Monitoring report

## Section II.I – General monitoring

How do you rate the overall performance of the project during this monitoring period?

Good, average, bad

What have been the strengths of the project during this monitoring period?

What have been the weaknesses of the project during this monitoring period?

## Section II.II – Management monitoring

Management processes

Consider: governance and quality assurance, logframe management, stakeholder management, monitoring-reporting-evaluation, financial management, team management, risk management

Monitoring description

Describe all progress and obstacles to the management processes during the monitoring period

## Section II.III – Results monitoring

What are the indicator levels for the monitoring period?

Copy paste the logframe text from the Description of activities to report on:

Output

Indicators

Report the latest statistics, qualitative information

Monitoring description

Describe all progress and obstacles to output during the monitoring period

Immediate outcome

Indicators

Report the latest statistics, qualitative information

Monitoring description

Describe all progress and obstacles to immediate outcome during the monitoring period

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where applicable/possible:

Intermediate outcome

Indicators

Report the latest statistics, qualitative information

Monitoring description

Describe all progress and obstacles to intermediate outcome during the monitoring period

## Section II.IV – Lessons learned

What specific lessons have been learned during the monitoring period?

What lessons learned for Council of Europe co-operation programmes in general?