

Introduction to Monitoring & Evaluation

Monitoring

Monitoring allows you to keep written records of the people who are using your organisation or project. Having this information is important if you want to show funders that you have used their money wisely and properly.

Monitoring also allows you to show future funders who has used your organisation or project and what they did. Information gathered through monitoring also feeds in to evaluation process.

There are a variety of ways to undertake monitoring, depending on both the needs of your funders, and the needs and preferences of your own organisation.

You could keep:

- Simple records showing names, addresses, with dates of joining and leaving
- More detailed records showing what activities people were involved in
- Tracking records showing where people go when they move on from your service.

Remember, you need to keep a balance between keeping track of your service and its users and being overwhelmed with paper work.

It's important that you decide in advance the level of monitoring that is appropriate for your organisation and set up any systems you will need before you start work on your project. Any decisions on monitoring should be taken jointly by project workers and the Management Committee.

Evaluation

Evaluation means using the information you have collected through monitoring and other sources to assess how well your project or organisation is performing? Are you achieving what you set out to? Are you reaching your target group? What are the results?

Evaluating your work will allow you to celebrate your successes and learn from any early mistakes. Funders are always eager to see groups assessing their performance, as it shows they are dedicated to achieve good results for their clients at all times. Evaluation helps you highlight areas of future work, and give you solid evidence for later funding applications.

Evaluation is done by consulting your beneficiaries and workers using interviews or questionnaires, and a level of self-assessment. Use this information to compile a short document showing how your project works, what it has achieved, how you could improve, and things you could do for your beneficiaries in the future.

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