# Monitoring Plan

The matrix below is an example template and gives and overview of identify the minimum necessary requirements for a project, program or flagship plan. With a utilization-focused M&E plan we strongly recommend to focus on the people who will need and make use of the content of what is being monitored, e.g. Donors, Consortium Office, CCAFS Program Director, Program Leaders (flagships and regions), Project Leaders, Communications, etc. We intent to keep this separate from the nice to have added information. So the key questions are for this utilization-focused M&E that we have to have a who and a for what the info will be used.

| **What to monitor? Monitoring Priority** | **Who Will Use the Info?** | **Purpose of the Info?** | **When is the Info Needed?** | **Who Will Collect the Info?** | **How Often Will it be Collected?** | **How will it be Collected** | **Proposed Monitoring Tool** |
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