# Guiding questions for planning for M&E activities

The following questions will guide you in for planning for M&E activities during the programme's lifetime.

Develop an agenda for your project or programme’s M&E activities for the next 5 years (or the duration of your project). What will be the key events, when will they take place?

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Explain how you plan to disseminate M&E information, internally as well as externally.

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Assess the current M&E capacity within your organisation and among stakeholders. What are your M&E competences’ needs? Should you plan for some training sessions? On what topics? Will it be enough to satisfy your needs?

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Determine M&E roles and responsibilities within your organization.

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