

# Monitoring and evaluation framework

Below is a template that can be used to develop a monitoring and evaluation framework. This is followed by a completed example for a family centre.

Specific aims	Outcomes	Outcome indicators	Information collection methods	When and by whom	How to report and use
Aim 1					
Aim 2					
↓					

Objectives	Outputs	Output indicators	Information collection methods	When and by whom	How to report and use
Objective 1					
Objective 2					
↓					

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Specific aims	Outcomes	Outcome indicators	Information collection methods	When and by whom	How to report and use
<b>Aim 1</b>  To improve the parenting skills of the parents using the centre	Parents are more knowledgeable about their children's health	Level of knowledge about health  Whether child registered with a GP  Whether child up to date with immunisations  Appropriateness of diet	Questionnaire  Personal diary  Observation	By trainer at start of workshop and 3 months later  By parents – ongoing  By centre staff - ongoing	Training planning meeting  Quarterly management report  Annual evaluation
	Parents manage children's behaviour better	Incidence of disruptive behaviour  How often parents shout at their children	Personal diary  Observation	By parents – ongoing  By centre staff - ongoing	Quarterly management report  Annual evaluation

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Specific aims	Outcomes	Outcome indicators	Information collection methods	When and by whom	How to report and use
<b>Aim 2</b> To increase children's self-esteem	Children more able to make their own choices	How often children initiate play with other children and adults  How often children choose what to play	Observation  Personal journal	By centre staff – ongoing  By parents - ongoing	Annual evaluation
	Children more comfortable about doing things independently	How often children choose to do things without their parents  How children react when left by their parents	Observation  Personal journal	By centre staff – ongoing  By parents - ongoing	Annual evaluation

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Specific aims	Outcomes	Outcome indicators	Information collection methods	When and by whom	How to report and use
<b>Aim 3</b> To enable parents to give each other practical support	Parents offer each other day-to-day support	How often parents share babysitting  How often parents meet up outside of the centre	Questionnaire	Support group facilitator at parents' first attendance and repeat 3 months later	Quarterly reports on support sessions  Annual evaluation  Annual funding application
	Parents need less support from staff	How often parents get advice and support from each other within the centre instead of going to staff	Questionnaire	Support group facilitator at parents' first attendance and repeat 3 months later	Quarterly reports on support sessions  Annual evaluation  Annual funding application
	Parents turn to one another in times of crisis	How often parents support each other  Type of support offered to each other	Observation	Centre staff	

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<b>Objective 1</b>  To run a drop-in with a play area	Drop-in sessions     Advice sessions     Play sessions     Information     (All outputs)	Frequency of drop-in sessions Number of people using the drop-in Profile of people using the drop-in  Number of advice sessions Type of advice given  Number of play sessions  What information is available  Level of user satisfaction	Log sheets  Register  Questionnaire    Publications list    Smiley faces game	One the day by session workers          Monthly stock take by resource officer    By parents and children	Training planning meeting  Quarterly reporting to management  Annual evaluation     Annual evaluation     Annual evaluation

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Objectives	Outputs	Outputs indicators	Information collection methods	When and by whom	How to report and use
<b>Objective 2</b>  To provide workshops, information and advice on parenting skills	Workshops on managing children's behaviour  Workshops on children's health	Number of workshops Length of workshops Amount of groupwork Number of parents attending Profile of parents	Log sheet Log sheet Register Log sheet  Questionnaire	On day by trainer	Training planning meeting  Quarterly reporting to management  Annual evaluation
<b>Objective 3</b>  To provide opportunities for high quality play, drama and dancing	Play sessions Drama sessions Dance sessions	Number of each type of session  Length of sessions  Number of children attending Profile of children attending  Number of educational activities	Log sheet   Register Questionnaire   Log sheet	On day by session worker	Training planning meeting  Quarterly reporting to management  Annual evaluation  Annual performance

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Objectives	Outputs	Outputs indicators	Information collection methods	When and by whom	How to report and use
<b>Objective 4</b> To organise outings for children and their parents	Outings	Numbers of outings Number of children attending Number of parents attending Profile of children attending Types of outings Number of parents involved in planning outings	Log sheets Register  Questionnaire  Planning meeting minutes	By outing organiser	Annual evaluation