



**COURSE: DIPLOMA IN MONITORING AND
EVALUATION**

ASSIGNMENT FOUR

STUDENT NAME: MANGA GEORGE

DEADLINE: 30th-June, 2019

SOLUTIONS TO ASSIGNMENT FOUR.

SOLUTION 1.

a) Data Analysis;

Data analysis is the process of evaluating data using analytical and statistical tools to discover useful information and aid in business decision making. (Sridhar, 2018).

b) Three uses of monitoring and evaluation results;

- It often generates (written) reports that contribute to transparency and accountability, and allows for lessons to be shared more easily
- Provides the only consolidated source of information showcasing project progress
- It provides a more robust basis for raising funds and influencing policy. (UNDP 2002).

c) Seven factors that may lead to project failure;

Lack of a scope document; it's difficult to assign tasks in the absence of a proper scope document, let alone monitor the performance of your team because you're not sure about the scope of the project in the first place. Making a detailed scope document that highlights all the stakeholders' requirements is imperative for a successful project delivery as it enables your team members to understand what they have to do and sets a clear direction and objective for them to achieve.

Inconsistent communication; a survey conducted by Spike Cavell shows that 57% of projects failed due to poor communication. To save your project from failure, you need to establish a clear communication channel. Effective communication within any organization is important to keep all your team members on the same page, avoid confusions and keep them motivated. By communicating with your team, you can develop an environment of trust, proactively kill conflicts, which would bring the best out of your employees and eventually lead to a successful delivery of the project.

Poor planning; Lack of planning or poor planning can easily lead your project to failure. Spike Cavell's survey also revealed that 40% of projects fail due to poor

planning and lack of resources. Spend time for making a solid plan for your project and it will help you in executing each phase of project smoothly. Brian Tracy sums it up brilliantly, “Every minute you spend in planning saves 10 minutes in execution; this gives you a 100% return on energy!”

Unrealistic expectations; KPMG Canada conducted a study and the results showed that 60% of the failed projects have a deadline of less than a year. Setting an unrealistic deadline and expectations dragged all these projects down the drain. Consider all the factors and constraints involved that might adversely affect your project and then set a deadline. Instead of having unrealistic expectations, keep a buffer that gives you the liberty of completing the project without rushing through it. Having a buffer not only reduces the workload of your team member but also let them focus on each task in a better way.

Incompetent project manager and team; Selecting the right project manager and forming a competent team is critical for your project success. Unfortunately, 70% project managers in small and medium-sized businesses have no certification and lack formal training, which is why most projects they manage, fail to achieve their objectives. According to PricewaterhouseCoopers Insights and trends report, certified project managers supervise 80% of successful projects. You can easily overcome this issue by hiring experienced and certified project managers. Although, the trend of hiring certified project managers is gaining popularity but there is still a long way to go before the number of certified project managers exceeds the number of non-certified ones.

Lack of cohesion between your team members; Things can easily go from good to bad very quickly if there is no cohesion between your team members. Consider a scenario in which all team members are moving in different directions. Could you expect a positive result to come out of this situation? There could be many reasons for a lack of cohesion from personality differences to conflicting interests. All of them contributes towards taking you one step closer to project failure. It is the prime responsibility of project managers to unite the team members to achieve a common goal.

Poor monitoring and risk management; Just assigning roles to all your team members is not enough, you have to constantly monitor the progress and hold your team

members accountable to what they are doing. Once they are responsible for their actions, they will perform better and deliver better results. Most project managers will tell you that risk management is an important part of project management yet, you will find many projects in which little or no emphasis is put on risk management. As a result, these projects fail to achieve their targets and go well beyond the specified deadline or budget. **(Hassan, 2016).**

SOLUTION 2.

Any six parts of a monitoring and evaluation report includes;

- Indicator performance against set targets
- Challenges and way forward
- Lessons learnt
- Success stories
- Coordination
- New innovations

SOLUTION 3.

Feedback is an important component of project monitoring and evaluation in the following ways;

- It ensures recommendations are put into action to improve project strategies, activity implementation and performance.
- Feedback improves quality of data.
- It improves reporting.
- It builds capacity
- It improves planning.
- It improves decision making

REFERENCES

Hassan (2016). Top 7 factors that contribute to project failure, Project Management.

Sridhar (2018). Data analysis and its importance.

UNDP 2002. Hand book on monitoring and evaluating for results.