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**Diploma in Monitoring and Evaluation**

Assignment

Question 1

1. Data analysis refers to a process of turning raw data into useful information. It basically involves taking the raw data collected and summarise it in the context of the question (s) that the study or program seek to answer. For example when a survey is done, the questionnaire is issued out to collect raw data. For this raw data to mean something, it must be transformed through data analysis methods in order to bring out the information that will allow one to make judgement on whether the objective of the study or the program was met.
2. The three uses of monitoring and evaluation are:
3. To track the performance of a program. This helps to ensures that among other things that the project timelines and budget are adhered to. This then help to identify the discrepancies between actual and planned in timely so that corrective actions can be taken in time.
4. To give funders assurance that the their funds are being used in something that has value add to the intended beneficiaries.
5. To provide learnings which help in terms of making the current decisions as well as the future decisions.
6. Seven factors that can lead to project failure are:
   1. Poor scope definition / lack of scope management: The scope is important for defining what is in the project and what is out of the project scope. Scope creep is very undesirable in project management as it will definitely lead to project failure if not controlled.
   2. Poor resourcing: for the project to survive, it is important to resource it in terms competent manpower, time and budget. Failure to avail these will lead to project failure.
   3. Poor risk and assumption identification: it is important to identify risks so that they can be mitigated on time. But of also critical importance to identify the project assumptions so that should the which was assumed be not there, then adequate interventions could be put in place to “level the playing field”.
   4. Unrealistic expectations: Setting unrealistic timelines and unrealistic objectives will affect the project success. When setting expectations, it is critical to ensure that all factors and constraints that might adversely affect your project are properly considered.
   5. Lack of monitoring and evaluation: it is important to track your processes to ensure that things are being done as per plan and on time. This is basically the monitoring aspects which seeks to track the changes in the program performance as time progresses. The other aspect is to periodically evaluate the project to ensure that the expected outcomes are being achieved at every stage of the project which will ultimately influence or add up to the achievement of the program/ project goal. Failure to do these two aspects of project management will lead to project failure.
   6. Poor stakeholder engagement: This can affect buy in and hence cause delays in project execution.
   7. Poor communication :

It is critical to have project communication plan and it should have clear channels of communication that are adhered to.

Question 2

Six parts of a monitoring and evaluation report are:

1. Executive Summary

This contains an overview of the evaluation project. It normally briefly describe the purpose of the evaluation, the method used results and the recommendation.

1. Back ground information about the program

This is where the purpose of the program its origins, the goals and the objectives are fully explained. This should also include the people involved in the program.

1. Discription of the evaluation

This involves the methodology adopted for evaluation, the purpose of the evaluation, the timelines and what the evaluation includes as well as what is excluded.

1. Results of the evaluation

This is where the findings of the evaluation are displayed and explained. This maybe displayed in the form of tables graphs and etc. this can also be in the form of excerpts from interviews or clients testimonies

1. Discussion of results

This is where the results are interogated to find out the to find out the cause and effect. This is where the meaning of the results is discussed.

1. The conclusion

This is where it is discussed in short what the findings of the evaluation are suggestions on wayfoward are made. It an also point briefly what worked and what didn’t work as well as

Question 3

Feed back is an important component of monitoring and evaluation for the following reasons:

1. Feedback is important to ensure that those who are involved in the day to day running of the organisation are made aware of what works and what doesn’t work. It also highlight what needs to change to achieve the desired output, outcome and impact.
2. Feedback is also important to the funders to check value add as well as giving them an opportunity as funders to ensure that the funds put in something that’s purely aligned to the achievement of the mission. In other words this helps funders to direct efforts towards the mission and vision of the organisation
3. It is also important to give the decision makers the opportunity to identify the point of weakness in the organisation and hence a chance to think about how the gaps can be closed.

References:

1. Introduction to Basic Data Analysis and Interpretation for Health Programs (2012).

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1. Diploma in Monitoring and Evaluation : Module 4 (2018).
2. Nutbeam, D., & Bauman, A. (2006), Evaluation in a Nutshell: A Practical Guide to the Evaluation of Health Promotion Programs, McGraw- Hill Australia Pty Ltd