**STRATEGIA NETHERLANDS**

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ASSIGNMENT:

1.a) Collecting information or data is just one part of the process of monitoring and evaluation.

What is meant by data analysis?

We mean by data analysis an important step in Monitoring and Evaluation when assessing progress or performance of a project or programme. According to the site [www.measureevaluation.org](http://www.measureevaluation.org)[[1]](#footnote-1) , data analysis will enable you to assess whether and how your program has achieved both program-level and population-level objective.

1. State any three uses of monitoring and evaluation results.

The followings are the three most commonly uses of monitoring and evaluation data:

* To improve other programme or projects of the same category. A monitoring and evaluation system in a portfolio or a mere project may have to enlighten managers about direction to follow during a project cycle. This way, the monitoring and evaluation data help improve the project or programme action.
* To learn from the mistakes and the bottlenecks met on project sites during implementation. During the life of a project, we can face many difficulties due to most of to limited knowledge of the project sites or the beneficiaries. Monitoring and Evaluation teaches us about the difficulties and the mistake that the management has made.
* To help donors make better funding decision. It is one of the most commonly known utility of monitoring and evaluation results. Most donors use monitoring and evaluation to fund actions in a specific sector or to keep on financing a specific project.

1. Describe any seven factors that may lead to project failure.

The project Management site (<https://project-management.com/top-10-main-causes-of-project-failure/>) which is known as a reference in project management describes ten main causes that may lead to project failure. We use in the following paragraphs the seven first ones textually to answer the question:

**1. Poor Preparation**

You need to have a clear picture of what you’re going to do, in advance – as much as possible. Otherwise, you may find yourself up stream without a paddle. You need to know what project success looks like at the beginning and don’t lose focus of it. Hence, if you don’t have a clear focus at the at the earliest stage of the process, you are making things harder on yourself. Have a meeting, even if it is lengthy, with stakeholders to discuss their expectations on cost, time and product quality. Know how you will execute your tasks in order to meet everyone’s expectations.

**2.** **Inadequate Documentation and Tracking**

This is the responsibility of the project manager. Tracking milestones is how you are going to know whether you are meeting expectations. Proper recording and monitoring let the project manager identify where more resources are needed to complete a project on time.

**3. Bad Leadership**

When we see this word, leader, we usually think, the project manager. However, the people at each management-level have a responsible to ensure that the project is successful. Management should not micromanage but provide support to ensure that the project management can follow through with the expectations placed upon them.

**4. Failure to Define Parameters and Enforce Them**

When you’re a leader, PM, it’s imperative that you’re able to work well with your team. If and when tasks or goals are not met to standard, there should be ramifications. Rank tasks by priority and assign them to the most proficient individual.

**5. Inexperienced Project Managers**

A project manager has a lot of responsibility. You need to assign people to management roles who have matching education and experience. In some cases, and perhaps more often than not, inexperienced managers are given projects. They may be very capable of managing projects, but the key is to keep them at a level where they can succeed. Otherwise, you will set them up for failure. On the other hand, there’s nothing wrong with a challenge, just don’t make it beyond their reach.

**6. Inaccurate Cost Estimations**

There may be times when your cost estimates are completely off. As you know, when resources run-out, the project stops. Prevent this by identifying the lack of resources early on.

**7. Little Communication at Every Level of Management**

Whether it’s between upper management, middle or with the team, it’s disastrous to have poor communication. Everyone should feel free to come forward to express their concern or give suggestions. When everyone is on the same page and there’s transparency, workflow is at an optimum level.

2. Identify any six parts of a monitoring and evaluation report

According to module 1, a monitoring and evaluation report should these six parts below:

1. Title page
2. Table of Contents
3. Executive Summary
4. Introduction
5. Evaluation Objectives and Methodology
6. Findings and Conclusions

3.Why is feedback an important component of project monitoring and evaluation?

Feedback is very important component of monitoring and evaluation for it is the only way to share data with the beneficiaries (community) and to learn and see things from their perspectives. According to this definition below: “***Feedback is the process of communicating the results and learning from your work to the various stakeholders within and outside of your organization. It is a key way to demonstrate your accountability. Feedback can stimulate changes that will improve the way in which you work and your effectiveness. It can provide examples of good practice to be shared with others and can inform your national and international advocacy work***” (Save the Children, 2015). This definition illustrates the necessity of feedback and why we should have it in our monitoring and evaluation system.

**Reference**

PMproject managemement.com, the ultimate reference in project management, <https://project-management.com/top-10-main-causes-of-project-failure/>

Save the Children, (2015). Monitoring, evaluation, learning and feedback, <https://resourcecentre.savethechildren.net/node/2015/pdf/getting_it_right_chapter5_0.pdf>

Module 1, (2018). Diploma in Monitoring and Evaluation.

1. <https://www.measureevaluation.org/resources/training/capacity-building-resources/data-quality-portuguese/AD_1.pdf> [↑](#footnote-ref-1)