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DIPLOMA IN MONITORING AND EVALUATION

ASSIGNMENT FOUR ADM NO AIPMS/210/002/2019

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

What is meant by data analysis?

Is the process of inspecting, cleaning, transforming and modeling data with the objective of discovering useful information, arriving at conclusions, and supporting the decision making process.

Data Analysis consist of two phases namely initial phase (data cleaning, quality analysis, quality of measurement and analysis) and main data analysis (using exploratory & confirmatory approaches, stability of results, analysis using different statistical methods and knowledge representation).

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

Monitoring and evaluation results are used for the following;

* To enhance organizational and development learning
* To inform decision-making
* To support substantive accountability and repositioning.

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

* Lack of a Scope Document

In the absence of a proper scope document, you can never assign tasks, let alone monitor the performance of your team because you are 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

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. Spend time in making a solid plan for your project and it will help you in executing each phase of project smoothly. Brain 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

Setting an unrealistic deadlines and expectations will drag your project 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 members 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.

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? The answer is no.

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 that is where team collaboration software like TaskQue can help you. 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.

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

* Summary/Executive Summary

This is a brief overview of the evaluation outlining major findings and

recommendations. It is normally two or three pages. Some people are too busy to read any further than the executive summary, so it is better to make it as complete and clear as possible.

* Background information about the program

Presumably, most of the people reading your evaluation report will at least be somewhat familiar with the program, but that is not necessarily the case. In addition, even people who are familiar with the program may have some misconceptions, so take the time to make your goals, strategic plan, organizational structure, and other essential program elements clear.

* Description of the evaluation

This section explains why an evaluation was done and what you hoped to learn from it. It should also explain anything the evaluation wasn’t intended to do.

* Results of the evaluation

This section will explain what your findings were in detail. It may include all data collected - analyzed, recorded, and organized in understandable forms (charts, tables, graphs, etc.).

* Discussion of results

It is in this section that you can go into more details about your evaluation results --the why of your evaluation results.

This section should answer the following questions:

• How sure are you that your program or initiative caused these results?

• Were there any other factors that could have contributed to the results?

• How are the results different from what they would have been if your program did not exist?

• What do the evaluators feel are the strengths and weaknesses of your program?

* Conclusions

After writing up all the stuff, it may be tempting to throw in a quick conclusion to the report, but avoid that temptation!

This is a very important piece of the big pie, because this is where you make your recommendations:

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

Feedback is important component of project monitoring and evaluation because of the following reasons;

* It helps community leadership assess progress towards meeting the initiative's goals.
* It helps see areas where the members of the initiative may want to put more energy.
* It helps detect when too much energy or effort is spent in areas less central to the mission.
* It provides the opportunity to celebrate small accomplishments.
* It helps the initiative focus on the "big picture" by seeing cumulative accomplishments over time.
* It provides funders the opportunity to help re-direct the initiative towards activities more directly related to the mission.
* It provides funders the opportunity to see and reward the accomplishments of the initiative.

References

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* UNDP (2002). Handbook on monitoring and evaluating for results. Retrieved From <https://www.measureevaluation.org/resources/training/capacity-building-resources/basic-me-concepts-portuguese/handbook-on-monitoring-and-evaluating-for-results-17april-02.pdf>
* Hassan, S. (2016). Top 7 factors that contribute towards project failure.