**NAME OF THE STUDENT: STEPHEN TIM MALUAL**

**COURSE: DIPLOMA IN MONITORING AND EVALUATION**

**SCHOOL: AFRICA INSTITUTE OF PROJECT MANAGEMENTS STUDIES**

**ASSIGNMENT: CONTINUOUS ASSESSMENT TEST(CAT)**

**QUESTIONS.**

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

**a). What is meant by data analysis?**

**Data analysis** is a process of inspecting, [cleansing](https://en.wikipedia.org/wiki/Data_cleansing), [transforming](https://en.wikipedia.org/wiki/Data_transformation), and [modeling](https://en.wikipedia.org/wiki/Data_modeling) [data](https://en.wikipedia.org/wiki/Data) with the goal of discovering useful information, informing conclusions, and supporting decision-making. Data analysis has multiple facets and approaches, encompassing diverse techniques under a variety of names, and is used in different business, science, and social science domains. In today's business world, data analysis plays a role in making decisions more scientific and helping businesses operate more effectively.

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

**Monitoring and Evaluation** (**M&E**) is a process that helps improve performance and achieve results. Its goal is to improve current and future management of outputs, outcomes and impact. It is mainly used to assess the performance of projects, institutions and programs set up by governments, [international organizations](https://en.wikipedia.org/wiki/International_organisations) and [NGOs](https://en.wikipedia.org/wiki/Non-governmental_organizations). It establishes links between the past, present and future actions. Results of Monitoring and Evaluation has the following uses as stated below;

**1). It reveals mistakes and offers paths for learning and improvements;**

Monitoring and Evaluation results help in identification of mistakes and provide solutions and recommendations for the ways forward which lead to improvement of the mistakes at early stage.

**2). It provides the only consolidated source of information showcasing project progress;**

Monitoring and Evaluation results help managers, researchers and consultants to collect information using the right source of information to display project progress of whether it is on the right path or has taken a different turn that differ from the intended objective.

**3). It often generates (written) reports that contribute to transparency and accountability, and allows for lessons to be shared more easily;**

Monitoring and Evaluations results play a significant role in generating reports that contribute and ensure transparency and accountability, and allows for lessons to be shared more easily with the respected intended users for further implementation and use.

1. **Describe any seven factors that may lead to project failure.**
2. **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 loose 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 lets the PM 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 PM 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.

1. **Identify any six parts of a monitoring and evaluation report.**

* Initial need assessment.
* Input from pass learning
* Baseline survey report
* End of the project evaluation report/End-line survey
* Mid-term evaluation and or Reviews
* Final Evaluations.
* Real time Reviews/Real time Evaluation report

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

In an organizational context, **feedback** is the information sent to an entity (individual or a group) about its prior behavior so that the entity may adjust its current and future behavior to achieve the desired result. Feedback occurs when an environment reacts to an action or behavior.

**Feedback** is about listening actively, taking the time to analyze, and then thinking of the best possible solution to perform better. It provides positive criticism and allows to see what everyone can change to improve their focus and results. It brings people together and creates a healthy communication flow.

Belows are the importance of feedback as component of Project Monitoring and Evaluation;

**1. Feedback is always there**

If you ask someone in your organization when feedback occurs, they will typically mention an employee survey, performance appraisal, or training evaluation. In actuality, feedback is around us all the time. Every time we speak to a person, employee, customer, vendor, etc., we communicate feedback. In actuality, it’s impossible not to give feedback regarding the projects progress to beneficiaries

1. **Feedback is effective listening and provide and Effective delivery of the project results to the beneficiary.**

Whether the feedback is done verbally or via a [feedback survey](https://www.snapsurveys.com/), the person providing the feedback needs to know they have been understood (or received) and they need to know that their feedback provides some value in the projects . When conducting a survey, always explain why respondents’ feedback is important and how their feedback will be used in improving the projects deliverables

**3. Feedback can motivate beneficiaries of the projects improvement and give them a sense of ownership.**

By asking for feedback, it can actually motivate employees to perform better. Employees like to feel valued and appreciate being asked to provide feedback that can help formulate business decisions. And feedback from client, suppliers, vendors, and stakeholders can be used to motivate to build better working relations

**4. Feedback can improve performance of the project and the employees.**

Feedback is often mistaken for criticism. In fact, what is viewed as negative criticism is actually constructive criticism and is the best find of feedback that can help to formulate better decisions to improve and increase performance.

**5. Feedback is a tool for continued learning in the project**

Invest time in asking and learning about how others experience working with your organization. Continued feedback is important across the entire organization in order to remain aligned to goals, create strategies, develop products and services improvements, improve relationships, and much more. Continued learning is the key to improving.