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**Course** Post Graduate Diploma in Monitoring and Evaluation

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**Module 4** Assignment

1. **Collecting information or data is just one part of the process of monitoring and evaluation.**
2. **What is meant by data analysis?**

Data analysis is the process of systematically examining data with the purpose of highlighting useful information. It is the process of systematically applying statistical and/or logical techniques to describe and illustrate, condense and recap, and evaluate data.

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

Monitoring and evaluation results are used as follows:

1. Evaluate the extent to which projects are meeting objectives and leading to desired effects and impact. It asks ‘are we making a difference’?
2. Information generated through M&E provides basis for decision-making.
3. Future project planning and development is improved when guided by lessons learned from project experience.
4. **Describe any seven factors that may lead to project failure.**
5. **Poor Preparation**

The preparation phase of project implementation is critical to the outcome /success of the project. There is need to have a clear picture of what is going to be done, in advance – as much as possible.

1. **Inadequate Documentation and Tracking**

Documenting project progress and process is paramount to the project as it helps in tracking milestones, to know whether expectations are being met. Proper recording and monitoring lets the Project Managers identify where more resources are needed to complete a project on time.

1. **Bad Leadership**

Poor leadership of a project can lead to failure in its implementation. This often times is caused by lack of ownership of the project and Lack of effective project team integration between implementing partners.

Everyone at each management-level have a responsibility to ensure that a project is successful.

1. **Lack of skilled teams and effective stakeholder engagement.**

Lack of tools and techniques needed to produce consistently successful projects is also a major factor in projects’ failure. The project team must be skilled and experienced with clear defined roles and responsibilities. If not, there must be access to expertise which can benefit those fulfilling the requisite roles.

1. **Lack of clear accountability for measured results.**

For most failed projects, one of the key contributors has been a consistent lack of clear links between the project and the organization’s key strategic priorities including agreed measures of success.

There is often no clear view of the interdependencies between the projects, the benefits, and the criteria against which success will be judged. It is necessary to establish a reasonably stable requirement baseline before any other work goes forward.

1. **No consistent strategy/processes for managing unambiguous checkpoints.**

Successful large projects typically have software measurement programs for capturing productivity and quality historical data that can be sued to compare it against similar projects in order to judge the validity of schedules, costs, quality, and other project related factors. The lack of effective quality centered mechanisms can be a major contributor to both cost and schedule overruns and inevitably, the project failure.

1. **Have a consistent methodology for planning and executing projects**.

There should be a detailed plan developed before any release date of a project is announced. Inadequate planning is one of the major reasons why projects spin out of control.

1. **Identify any six parts of a monitoring and evaluation report.**
2. Title page
3. Contents
4. Foreword
5. Acknowledgements
6. Executive Summary
7. Introduction
8. **Why is feedback an important component of project monitoring and evaluation?**

Feedback is an important component of project monitoring and evaluation because it helps in communicating the results and learning from project implementation process to the various stakeholders within and outside of the organization. It is a key way to demonstrate accountability. Feedback can stimulate changes that will improve the project implementation, its direction and effectiveness. It can provide examples of good practice to be shared with others, and can inform national and international advocacy work.

Feedbacks are also critical to decision making within an organization and subsequent improvements in such organizations. These improvements are in the form of improved organizational structure and processes (including budget decision making), management performance assessment, and accountability.

Bibliography

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