ACPM

**Course title**: Diploma in Monitoring and Evaluation studies

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[[1]](#endnote-1)1.a) Collecting information or data is just one part of the process of monitoring and evaluation.

What is meant by data analysis?

Analysis is simply a way of transforming raw data into useful/ meaningful information where one can easily make sense of the data collected.

1. State any three uses of monitoring and evaluation results.
2. To help in modifying the project/ program areas which are not working according to plan.
3. To know whether or not the project has achieved the intended goal/ objectives.
4. To save as a reference point for other similar projects that other organizations may want carry out. Thus, lessons learnt, successes and recommendations can be used when setting up a similar project.
5. Describe any seven factors that may lead to project failure.
6. Lack of stakeholder involvement at all stages of the project cycle.
7. Lack of proper understanding of the project by the staff implementing the project.
8. Ineffective leadership.
9. Unclear/ ambiguous project objectives that may lead to developing vague key performance indicators.
10. Lack of clearly defined roles for project staff/ implementers.
11. Under budgeting of project activities.
12. Lack of detailed documentation.

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

1. Summary
2. Background information
3. Findings
4. Discussion of results
5. Recommendations
6. Conclusion

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

It helps project stakeholders benefit from learning what seems to be working well and what does not, and from understanding what needs to be changed to improve results.

1. [↑](#endnote-ref-1)