

**Handouts—Module 10****Evaluating the Process and Starting Again**

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## MONITORING AND EVALUATION PLANNING WORKSHEET

INDICATOR	INDICATOR DEFINITION	BASELINE	MO 1	MO 2	MO 3	MO 4	MO 5	MO 6	TARGET	DATA SOURCE	DATA COLLECTION FREQUENCY	RESPONSIBILITY
	What is the definition of the numerator?  What is the definition of the denominator?	What is the value of the indicator the month before beginning ICRC-LDP activities?							What goal have you set for the value of the indicator by the end of ICRC-LDP activities?	Where will we get the data to measure this indicator?	How often will we collect the data?	Who is the person responsible for data collection?
		Numerator										
		Denominator										
		Percent										

## QUESTIONS FOR DATA ANALYSIS

*What questions can the data in the M&E Planning Worksheets answer?.*

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1. Did we reach our target for our measurable result? .

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2. Do the indicator values increase/decrease over time? If so, what caused this? *(Variations in data could be caused by the team or other conditions, like the weather, community activities, political changes, or other reasons).*

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3. Do the data values increase/decrease slowly or quickly? Why so?

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4. What other observations can you make??

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## DIFFICULTIES FACED AND ACTIONS TAKEN TO ADDRESS THE CHALLENGE

*Use the matrix below to summarize any difficulties your team encountered while working toward your measurable result, and how you addressed those difficulties.*

What difficulties did your team encounter in implementing your Action Plan?	What actions did your team take to overcome these difficulties?	Did these actions succeed? Why or why not?

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Beyond the changes in your indicators, what other effects of your intervention did you observe?

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How did your team apply leading, managing, and governing practices to carry out your intervention?

## TELLING YOUR STORY

*Your team has accomplished something important, and the time has come to let other people know about it—to tell your story.*

Everyone likes a good story!

Your story should have four parts: the **setting**, the **challenge**, the **activity**, and the **results**.

Here are some suggested questions you could consider as you write the story. The way you answer them will help bring your story to life.

### The setting

- Who are we? What kind of organization or agency are we, and what is our purpose?
- What kind of people do we serve? How do they live? What do they believe? What are their concerns?

### The challenge

- What was the priority health area and indicator our team was addressing?
- What was our baseline data? Where were we before we started this LDP+ process?
- What was our measurable result? What were the main obstacles to achieving our result?

### The results

- What result was achieved?
- What was the value of the indicator at the end of the implementation period?
- What were the most significant changes we brought about for the people we serve?
- What changes did we bring about in the way our team works?

### The activity

- What intervention did we choose to address these obstacles?
- What did we need to change?
- How did we work together as a team to make those changes? What were the different roles we played?
- What leading, managing and governing practices were applied?

### A quote

Can you enrich your story by including one or more direct quotes from people whose lives were affected by this intervention? A real-life quote will give your story a strong emotional impact.

## DEVELOPING SMART RESULTS

To meet the SMART criteria, results must be:

<b>S</b> SPECIFIC	The result is clear enough so that others can understand what it will look like when it is accomplished.	<input type="checkbox"/> Does your result have an indicator of what will change over time? <input type="checkbox"/> Is your result limited to 1 to 2 indicators?
<b>M</b> MEASURABLE	Progress towards the result can be measured using numbers, rates, proportions or percentages.	<input type="checkbox"/> Does the result state a baseline value for the indicator? <input type="checkbox"/> Does it state a target value for the indicator? <input type="checkbox"/> Is the indicator expressed in numbers as well as in percentages?
<b>A</b> APPROPRIATE	<input type="checkbox"/> Is the result aligned with the strategic priority of your organization and your team?	
<b>R</b> REALISTIC	<input type="checkbox"/> Can your team achieve this result with your current activities and resources?	
<b>T</b> TIME-BOUND	<input type="checkbox"/> Does your result have a start date and an end date?	

Example of a SMART result for an improvement project whose priority health area is preventing the spread of HIV & AIDS:

*Between January and July 2012, the number of fully functioning voluntary counseling and testing sites in the district will increase by 50%, from 6 to 9.*

By looking at the measurable result, you will see that it is Specific, Measurable, and Time-bound.

Start and end dates: *Between January and July 2012* (Time-bound)

Indicator: *the number of fully functioning voluntary counseling and testing sites in the district* (Specific)

Percent, baseline, target: *will increase by 50%, from 6 to 9.* (Measurable)

By looking at data sources and discussing their situation, team members would be able to confirm that it was Appropriate and Realistic.



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