

## Checklist 6 Project Monitoring Plan

Yes No

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| • Are all identified indicators SMART?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have indicators been defined for the project's objective, the final and intermediate outcomes and for the activities and core resources?              | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have methods and tools for collecting and processing data been identified?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have staff been trained on the methods and tools?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have baseline and target values been defined where necessary?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the distribution of tasks and responsibilities for collecting, processing and analysing data clearly defined?                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is it possible to measure and deliver on the indicators at a reasonable cost (skills, resources)?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is data protection ensured? Have ethical questions been addressed: potential risks and harm, cost vs benefit, cultural, gender and age sensitivities? | <input type="checkbox"/> | <input type="checkbox"/> |