



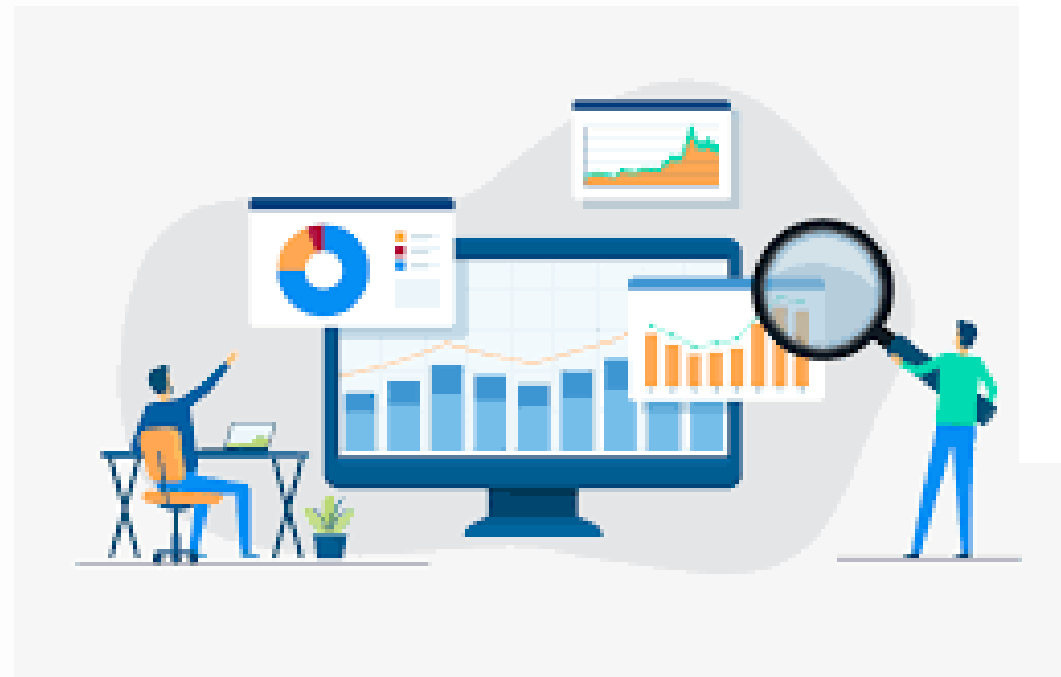
Newark &
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MONITORING & EVALUATING

WHAT DO THEY MEAN?

MONITORING



Monitoring can be defined as observing and checking the progress or quality of (something) over a period of time; keep under systematic review.

Oxford dictionary



EVAULUATION



Evaluation can be defined as the process of judging or calculating the quality, importance, amount or value of something.

Cambridge dictionary

WHY MONITOR AND EVALUATE?

The aim of monitoring is to provide the basis for your evaluation.

Monitoring and evaluating a project can help you:

- Provide information to your funders (who may request it).
- Identify potential problems before they become critical, and adjust your strategy or resources accordingly.
- Understand whether a project or program is on track and achieving its objectives.



HOW TO MONITOR



When it comes to monitoring, there are two different types of data you can collect.

Outputs- This is Information about what you are doing, for example the number of sessions held.

Outcomes- This is Information about the effect your work is having, for example improvement in people's health.

When collecting information, you should:

- Be consistent
- Keep it simple
- Ensure the data relates to the aims you have agreed
- Ensure the data measures whether you are achieving the aims

HOW TO EVALUATE



The purpose of an evaluation is to work out what the information you have collated is telling you. Your evaluation should give you a clear picture of what you are doing well, what you could improve, and whether you are achieving your goals.

When completing the evaluation it is important to remember to refer to the aims you agreed before you started. This will allow you to see if you have reached your aims, or if you have any new information that might help you set new aims for the future.

HOW IS THE INFORMATION USED?

Evaluating a project enables you to establish what has gone well with a project as well as highlighting areas for improvement. The information can be very helpful and used in a multitude of ways.



Share with funders

You can evidence to funders that you have been successful in reaching your aims.

Publicity

You can share any good news stories from your project.

Improvements

Where you find things haven't gone well, you can consider ways you could improve your work to increase your likelihood of achieving your aims in the future.