

5. Assessing the Monitoring and Evaluation system - Self-Assessment Checklist

What is monitoring and evaluation?

Actively monitoring and evaluating the delivery of projects is good management practice and is essential to ensuring that impact is maximised. Regular monitoring will also help identify when a project may be going off-course and where corrective action is required. Undertaking in-depth evaluation can help build an evidence base of which interventions work well and provide good value for money. For more information on monitoring and evaluation see section 2.9 of the Guide, p.37.

Example:

	Response	Evidence	Action
5.12 The resources devoted to monitoring and evaluation are proportionate.	No	Due to budgetary pressures, the department chose to reduce the resources allocated to monitoring and evaluation. The report sent to committee explaining this decision is here...	Discuss with the EOP ways to introduce a cost effective, cross-council monitoring and evaluation system.

5.1 The Economic Development service has an agreed set of targets, which clearly reflect its priority outcomes.

5.2 The indicators and targets used by the economic development service are consistent with those agreed by SLAED.

5.3 The targets set for the economic development service are as 'SMART' as is appropriate/ reasonably possible.

5.4 A robust baseline has been set, from which to measure subsequent progress.

5.5 The targets set for the economic development service are ambitious/stretching.

5.6 There is an efficient and robust system in place for recording progress made towards the achievement of outcome targets and the inputs, activities, outputs that contribute towards them.

5.7 The Economic Development service regularly reviews progress made against key targets. (And there is clarity regarding who is responsible for reporting progress, the regularity of reporting, etc.)

5.8 The performance information considered by the economic development service is timely, relevant and provides a good measure of progress.

5.9 Monitoring data and progress is considered by relevant managers and stakeholders and the information is used to spark discussion and actively manage delivery.

5.10 Monitoring and evaluation reporting is undertaken in an open manner that encourages constructive discussion and challenge amongst managers and stakeholders.

5.11 Monitoring and evaluation activities are undertaken in a robust and consistent manner.

5.12 The resources devoted to monitoring and evaluation are proportionate.

5.13 Learning accrued from monitoring and evaluation is captured and used to influence the re-design of strategy, policy and interventions.

5.14 Clear briefs are developed for any evaluation studies to ensure that they are methodologically robust and that they consider key issues such as market adjustment achieved.

5.15 Evaluation studies are conducted in a transparent manner.

5.16 Evaluation studies are shared with relevant stakeholders. Encouragement is also given to share studies with wider stakeholders via websites such as [Evaluations Online](#).