



# Planning for Monitoring and Evaluation

## Description

How will you measure your project's success? This course will help you answer this question by introducing the basics of monitoring and evaluation (M&E). In this course, you will learn how successful projects plan for data collection, management, analysis, and use. As you complete the course assignments, you will create an M&E plan for your own project.

## You'll Learn How To:

- Link M&E to your project's design
- Define the indicators that you will measure
- Choose appropriate data collection methods
- Create clear, useful data collection tools
- Assign M&E roles and responsibilities

## Curriculum

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### Module 1: Introduction to Monitoring and Evaluation

**Recommended Schedule:** Complete by Week 1

**Description:** Monitoring and evaluation (M&E) is a set of tools, processes, and concepts that help teams measure their progress and stay on track. This module introduces the basic concepts of M&E. You'll learn the value of M&E, the steps for creating an M&E plan, and the role of M&E in the project cycle.

**Assignment:** Introduction Document

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### Module 2: Linking M&E to Project Design

**Recommended Schedule:** Complete by Week 2

**Description:** The process of planning for M&E begins during the project design phase. In this module, we'll use a logical framework (logframe) to examine the project design process at a high level. We'll also explore the links between the project design process and our M&E plan.

**Assignment:** Logical Framework

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## Module 3: Identifying Indicators & Targets

**Recommended Schedule:** Complete by Week 3

**Description:** How will you know if your project is successful? To answer this question, you will need to identify indicators: the markers or clues that show progress. You'll also need to set ambitious yet realistic targets. In this module, you'll learn how to select strong indicators and appropriate targets.

**Assignment:** Indicators Document

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## Module 4: Data Collection

**Recommended Schedule:** Complete by Week 4

**Description:** In this module, you'll compare several different methods for collecting data and select the most appropriate methods for your projects. You'll also learn how to create successful data collection tools.

**Assignment:** Participant Tracking Form

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## Module 5: Roles & Responsibilities

**Recommended Schedule:** Complete by Week 5

**Description:** In the final module of this course, we'll explore the data management process. You'll learn about the different phases of this process, from input to storage. You'll also learn how to use two powerful tools to assign data roles and responsibilities among your team members.

**Assignment:** Roles and Responsibilities Chart

## Course Partner

### FHI 360

Your guide to monitoring and evaluation is FHI 360: a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions.

The experts at FHI 360 have helped thousands of civil society organizations, governments, companies, and communities around the world solve difficult problems. They have seen the value of solid monitoring and evaluation plans, and their expertise will guide all the content in this course.

## Certification

Philanthropy University is a non-degree, diploma or credit granting initiative. Philanthropy U, Inc. is the concept developer and sponsor of the initiative. Learners are not entitled to earn college or other academic credit.



Learners are eligible to receive a Certificate of Achievement for this course through the Haas School of Business at the University of California, Berkeley (Berkeley Haas). Berkeley Haas is known for its role in defining a new generation of business leaders with a focus on social impact. Ranked #2 among all business school nonprofit programs in the United States (US News & World Report, 2017), Berkeley Haas inspires and empowers innovative solutions to pressing social and environmental challenges through the work of the Institute for Business and Social Impact (IBSI) and the Center for Social Sector Leadership (CSSL).

To earn a Certificate of Achievement for this course, you need to earn more than 50% of possible points on quizzes and assignments to obtain a passing grade. Quizzes are worth 15% of your total score, while assignments are worth 85%.

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