Session 1
Introduction and
Course Overview
Introductions

Please line up according to your years of experience with M&E

Introduce yourself by

- Name
- Office
- Position
- Number of years/months of M&E experience
Norms and Housekeeping

• Norms

• Flipcharts
  – Issues & Questions Parking Lot
  – Delta Chart: + = Likes and Δ = To Change
  – Acronyms
  – ProgramNet & Learning Lab ideas

• Facilities
Course Objectives

By the end of this course, participants should be:

- Able to work with others to construct a performance management plan
- Work with others to manage, measure and report on program performance
- Energized about monitoring your projects and objective as a means to helping you achieve your results
Please tell us

• Your learning priorities for the course
• How you intend to apply course content in your work
Course Content

• Session 1: Introduction and Course Overview
• Session 2: Performance Monitoring within the Program Cycle
• Session 3: Standardized Mission Orders
• Session 4: Developing Effective Indicators
• Session 5: Documenting Indicators Using PIRS
• Session 6: Performance Indicator Tracking Tables and Systems
• Session 7: Data Quality
• Session 8: Performance Management Plans
• Session 9: Project M&E Plans
• Session 10: Analyzing and Using Data
• Session 11: Performance Monitoring in Action
- A graphical representation of the development hypothesis that includes the CDCS Goal, Development Objectives (DOs), Intermediate Results (IR), sub-IRs, and performance indicators.

- The ongoing and routine collection of performance indicator data to reveal whether desired results are being achieved and whether implementation is on track.

- A rigorous methodological tool used for project design that focuses on the causal linkages between project inputs, outputs, sub-purpose, purpose, and project goal.

- Measure a particular characteristic or dimension of strategy, project, or activity level results based on CDCS Results Framework or Project LogFrame

- A tool to plan and manage the process of monitoring, evaluating, and analyzing progress toward achieving results identified in a CDCS and project LogFrame in order to inform decision-making, resource allocation, learning, and adapting projects and programs.

- Day-to-day assessment of contractor/grantee implementation by a COR/AOR or others through site visits, stakeholder meetings, and the verification of implementation inputs, outputs and deliverables.

- An examination of the quality of performance indicator data to ensure that decisions makers are fully aware of the strengths and weaknesses to ensure data can be relied on when making management decisions and reporting.
What is the correct term for each definition? (continued)

- The systematic collection and analysis of information about the characteristics and outcomes of programs and projects as a basis for judgments, to improve effectiveness, and/or inform decisions about current and future programming.

- The specific, planned level of result to be achieved within a specific timeframe with a given level of resources.

- A tangible, immediate, and intended product or consequence of an activity.

- A continuous process of analyzing a wide variety of information sources and knowledge leading to iterative adaptation of strategy, project design and/or implementation.

- The value of an indicator at the onset of implementation of USAID-supported strategies, projects, or activities.

- Goals, Development Objectives, Intermediate Results, sub-Intermediate Results, Project Purpose and Project Outputs, as specified in a Mission’s CDCS or project Logical Framework (Logframe).

- A sub-component of a project that contributes to a project purpose. It typically refers to an award.
Performance monitoring contributes to better development results.
Exercise

5 minutes in pairs

Brainstorm top 3 ways that performance monitoring helps your team do its work.
Performance Monitoring
How it Helps Us as Development Professionals

- Designing programs and projects
- Preparing for the budget cycle
- Analyzing what is working
- Determining priorities
- Maximizing development outcomes
- Evaluating strategies and projects
- Determining resource allocation
- Identifying course corrections
- Strengthening discipline of development
• High-quality performance monitoring aids accountability to USAID-Washington, F, Congress, and taxpayers.
• The ADS outlines PM requirements and procedures.
• Reminder: performance monitoring data is auditable.
Session 2:
Performance Monitoring within the Program Cycle