Introduction

Performance Management Plans (PMPs) and Project Monitoring, Evaluation, and Learning (MEL) Plans must include performance indicators and supplemental information about each performance indicator. Activity MEL Plans typically also include performance indicators and supplemental information about each performance indicator.

There is no standard method for organizing and displaying this indicator information in these various plans. This document provides guidance and an example template for organizing indicators in an easy-to-read Indicator Summary Table. Missions may choose to use or adapt this table for their PMPs and MEL Plans.

Please note that an Indicator Summary Table is not the same as an Indicator Tracking Table or monitoring information system. Per ADS 201.3.5.7 performance indicator data must be stored in an indicator tracking table or monitoring information system.

Background

Per USAID ADS 201.3.2.16 and ADS 201.3.3.13, Mission PMPs and Project MEL Plans must include performance indicators. For each performance indicator included in these plans, supplemental information must also include:

- Baseline data or plans to collect baseline data; and
- End-of-CDCS or end-of-project targets or plans to set targets.
- Per ADS 201.3.4.10, Activity MEL Plans typically also include relevant performance indicators of activity outputs and outcomes.

Template

An example Indicator Summary Table template for PMPs and MEL Plans is attached below. The example includes both the minimum information that should be included in an indicator summary table and additional information about each indicator to provide the reader of the plan with a more complete picture of the set of performance indicators in the plan. Most of the additional information is derived from the Performance Indicator Reference Sheet (PIRS). Missions, Project Teams, and partners are welcome to adapt this table and include other information based on what is most relevant to their needs.

Please note that including information from an indicator’s PIRS in the Indicator Summary Table does not replace the need for a PIRS for each performance indicator. A template and guidance for developing a PIRS is available in the USAID Monitoring Toolkit.
### Indicator Summary Table Template (Example)

#### Development Objective 3: Health Status of Target Populations Improved

#### Intermediate Result 3.4: Improved maternal and child health in East Tambou

#### Sub-Intermediate Result 3.4.1: Improved child birth outcomes in the southern region of East Tambou

<table>
<thead>
<tr>
<th>Indicator Type</th>
<th>Data Source</th>
<th>Frequency</th>
<th>Unit of Measure</th>
<th>PPR</th>
<th>Baseline</th>
<th>Endline</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.4.1.(a) Neonatal mortality rate (number of deaths of infants during the first 28 days of life per 1,000 live births) in child birth facilities in the southern region of East Tambou.</td>
<td>Performance/Custom</td>
<td>Quarterly</td>
<td>Number per 1,000</td>
<td>Y</td>
<td>01/2016</td>
<td>09/2021</td>
</tr>
</tbody>
</table>

#### Instructions (minimum required fields are denoted by an *)

1. **Result Rows**: State the result statements and the unique identifiers for the expected results in the results chain, ending with the specific result that the indicator intends to measure. This may be a result from a CDCS Results Framework or from a project or activity logic model.

2. **Indicator***: State the name and unique identifier for the indicator that will measure the expected result listed in the preceding column.

3. **Type**: State whether the indicator is a (1) a “Performance” indicator or a “Context” indicator, and (2) a “Standard” indicator or a “Custom” indicator.

4. **Data Source**: State the source of the data.

5. **Frequency**: State how often the data are reported to USAID.

6. **Unit of Measure**: State the unit of measure (e.g., number of hours, percent of households).

7. **PPR**: State “Y” if this indicator is included in the PPR or “N” if this indicator is not included in the PPR.

8. **Baseline Date***: State the month and year (mm/yyyy) when the baseline data were collected.

9. **Baseline Value***: State the value of the indicator at “baseline,” i.e. before major implementation actions of the planned USAID-supported strategy, project, or activity.

10. **Endline Date***: State the month and year (mm/yyyy) when the endline data will be collected.

11. **Endline Value***: State the specific value of the indicator expected at “endline,” i.e., when major implementation action of the planned USAID-supported strategy, project, or activity have been completed.