

MONITORING AND EVALUATION PLANNING TABLE

M&E Question	Data Needed	Data Source	Collection Method	Analysis Plan	Responsible Person(s)	Timeframe	Reporting and Use Plan
EXAMPLE: What percentage of participants completed all of the intervention sessions?	<ul style="list-style-type: none"> Number of participants enrolled in the intervention during each cycle Number of participants who attended all of the intervention sessions during each cycle 	Sign-in sheets	Review of sign-in sheets	<ul style="list-style-type: none"> Review sign-in sheets for each intervention cycle Determine which participants attended every session Divide the total number of participants who attended all of the sessions in a cycle by the total number of participants enrolled 	<ul style="list-style-type: none"> Project coordinator (analysis) Facilitators (data collection) 	Review attendance information after the first five cycles	Presentation at staff meeting