

TEMPLATE: MONITORING TOOL - REVIEWING THE LOGIC OF THE PROJECT

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It is important to review the logic of a project periodically to ensure that it remains relevant. Based on practical experience, the review looks at whether or not new Direct Partners have been added or dropped and in general looks at whether or not the Project Vision, the Project Mission, the Desired Outcomes, the Progress Markers, the Strategy Map and the Tasks and Responsibilities still make sense. Based on this review, changes can be documented by updating the documentation of the Project Planning.

This review can be done as often as is felt necessary and should be based on monitoring information that has been gathered. The group conducting the review can be as large or small as felt necessary. At times it is also advisable to incorporate external opinions.

This review can be done as an additional exercise, or could also be used as a final review at the end of a Monitoring & Reflection session.

1. Read the Project Vision	Does the Project Vision still reflect the project's longer-term dream?
2. Read the Project Mission	Is this the greatest contribution our project can make? Have we been doing these things? Why? If not why not? Should anything be added or taken away?
3. Review the Partner Landscape	<p>Are the Direct Partners described in the Partner Landscape the same Direct Partners that we are currently working with? Are we working with all subgroups within our Direct Partners such as women, youth or vulnerable groups? Do we need to work with anyone else? Do we need to stop working with any Direct Partners?</p> <p>Are the Indirect Partners women and men the Direct Partners can influence? Do we need to include other Indirect Partners? Do we need to omit any Indirect Partners?</p> <p>Have we been working with the Strategic Partners described in the Partner Landscape? Are there any that we have not been working with? Why is this? Are there any Strategic Partners that need to be added? Are there any Strategic Partners that we need to stop working with?</p>
4. Review the Desired Outcomes	Do the Desired Outcomes accurately describe the ideal way that our Direct Partners can act in order to contribute to the Project Vision? Have we sufficiently described the potential of specific subgroups within our Direct Partners, such as women, youth or vulnerable groups, to contribute to the Project Vision?
5. Review the Progress Markers	Was the change process set out accurate and useful? Does it refer to the change process of all subgroups within our Direct Partners such as women, youth or vulnerable groups? What needs to be added or taken out?
6. Review the Strategy Map	What did we plan to do? Did we implement these activities? Why? Why not? Were we able to reach out to specific people or groups such as women, men, youth or vulnerable people in an equal manner?
7. Review the Tasks and Responsibilities	Is everyone in the Project Implementation Team implementing her or his tasks and responsibilities? Why? Why not? How does Personnel Cooperation assist the Project Implementation Team? Are there any tasks that should be added or shifted?