



T3SC Factsheet

Monitoring and evaluation

Monitoring and evaluation is necessary when your providing a service for your members and organisation. In today's funding climate it's more important than ever to make sure that monitoring and evaluation is in place, systematic and relevant to your organisations aims and objectives. Monitoring and evaluating a project can help you find out about:-

- ◆ Your organisational structure and how it works.
- ◆ How to carry out your services or activities.
- ◆ How users experience the project.
- ◆ What changes or benefits the project brings about.

Monitoring

All organisations monitor certain aspects of their work. You may already be collecting information on a regular basis about how many members you have, how many attend certain activities you provide. What the ages of your members are and which area they live in. You may also be asking your members to fill in questionnaires on a regular basis to find out what they want to see your organisation providing in the future, or asking your members about the services you have already provided. Some organisations have regular meetings with their members to have discussions about the services that they provide. The information you provide about that numbers of people who attend your groups, or the number of activities you provide or the amount of time spent on certain events are called outputs.

Evaluation

If you have begun monitoring your service it is now time to pull this information together and begin evaluating it. Your organisation will now have to begin thinking about the outcomes from the services you provide. Or in other words; the difference you have made to the peoples lives that have used your service.

Some of the things to need to think about when monitoring and evaluating a project are:-

- ◆ Why are you doing it?
- ◆ Who is it for?
- ◆ When will you do it?
- ◆ How will you do it?
- ◆ Who will carry it out?
- ◆ When and how will the information be communicated?

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