Crane Ridge Analytics
Monitoring & Evaluation Model Checklist

No	Discipline	Discipline:	Sub Area	Description
Phase 1	**Planning Phase**			
1		Project Management		
1,1			Define project goals and objectives	Clearly outline the goals, objectives, and expected outcomes of the project.
1,2			Identify key stakeholders	Map out all stakeholders, including beneficiaries, partners, funders, and other relevant parties.
2		M&E Planning		
2,1			Develop an M&E Plan	Create a comprehensive plan detailing the M&E framework, methodologies, and timelines.
2,2			Set Clear Indicators for Success	Define specific, measurable, achievable, relevant, and time-bound (SMART) indicators.
3		Baseline		
3,1			Establish Baseline Data:	Collect initial data before project implementation to serve as a reference point.
3,2			Conduct Baseline Studies:	Perform detailed studies to understand the pre-project conditions and context.
Phase 2	**Implementation Phase**			
1		Data Collection		
1,1			Collect Data Regularly	Use various methods (surveys, interviews, observations) to gather data periodically.
1,2			Ensure Data Quality and Consistency	Implement data quality control measures to ensure accuracy and reliability.
2		Monitoring		
2,1			Monitor Progress Against Indicators	Track progress using the established indicators and adjust as needed.
2,2			Document Changes or Deviations	Keep detailed records of any deviations from the original plan and their reasons.
3		Financial Review		
3,1			Track Budget Expenditures	Regularly review and track project expenditures against the budget.
3,2			Ensure Financial Accountability	Implement financial controls to prevent misuse of funds and ensure transparency.
Phase 3	**Evaluation Phase**			
1		Data Analysis		
1,1			Analyze Collected Data	Use statistical and qualitative methods to analyze the collected data.
1,2			Compare Results Against Baseline and Targets	Assess the project's impact by comparing results with baseline data and set targets.
2		Evaluation		
2,1			Identify Successes and Areas for Improvement	Highlight achievements and identify any gaps or areas needing improvement.
2,2			Prepare Evaluation Reports	Compile the findings into comprehensive evaluation reports for stakeholders.
3		Financial Evaluation		
3,1			Review Financial Performance	Assess how well the project adhered to the budget and financial plans.
3,2			Assess Cost-Effectiveness	Evaluate the cost-effectiveness of project activities and their impact.
Phase 4	**Reporting Phase**			
1		Communication		
1,1			Share Findings with Stakeholders	Present evaluation findings to stakeholders through reports, presentations, and meetings
1,2			Use Results to Inform Decision-Making	Utilize the findings to guide future project decisions and strategies.
2		Documentation		
2,1			Plan for Follow-Up Actions or Adjustments	Develop action plans based on evaluation results to address any identified issues.
2,2			Report on Financial Outcomes	Include financial performance and outcomes in the final reports.
Phase 5	**Review Phase**			
1		Project Review		
1,1			Conduct a Final Project Review	Perform a comprehensive review of the project upon completion.
1,2			Document Lessons Learned	Capture key learnings, best practices, and challenges faced during the project.
2		Archiving		
2,1			Archive All Project Documentation	Store all project-related documents in an organized manner for future reference.
2,2			Secure Financial Records	Ensure all financial records are securely stored and accessible for audits.