

Sample Planning Monitoring Template for Implementation Groups

Focus Area:

Ultimate Outcome:

Step 1. Brainstorming what we want to be different for people

1. Project Name / Description

2. Project Objectives: Questions to ask would include:

- a. What do we want to achieve through our activity/program?
- b. What do we want to be happening?
- c. What do we want to be different for people?

3. What is the current situation? Ask and include evidence of this situation

Step 2: How will we track our progress and how well we are doing?

4. How will we know that Project Objectives have been achieved? Questions to ask would include:

- a. What data can be collected during the course of the Project?
- b. What Outputs do we plan to deliver?

5. How will we know if we have done the activity well? Questions to ask would include:

- a. How will we compare / measure our activity against best practice?
- b. Did we meet our Project milestones?
- c. Did we use of time and resources efficiently: was the output worth the time and effort?

Step3: How will we know if people are better off?

6. Assessment of wellbeing outcomes for clients / participants. Questions to ask would include

- a. How do we follow up with participants after the Project finishes?
- b. How do we define "better off"? i.e. What elements of wellbeing are relevant?

More detail is on the Alliance website Dashboard [**here**](#)