

PHASE 3
APPLY

Monitoring, Evaluation, and Learning Template

Effort ●●●●●

Objective

To identify the different components of a basic monitoring, evaluation, and learning (MEL) plan.

***Note:** When conducting any research, especially with human subjects, you may need to get prior approval from the institutional review board (IRB). Be sure to budget enough time for this process.*



Time needed

Multiple days, depending on scope



Participants

Design and research team

How to use this tool

An MEL plan is an important tool to have when implementing a program. This template walks you through how to create a basic MEL plan for your project and to through the different components.

1. **Identify goals and objectives.** The first step to creating an MEL plan is to identify the program goals and objectives. If the program already has a logic model or theory of change, then the program goals are most likely already defined.
2. **Define indicators.** Define indicators for tracking progress towards achieving your goals. Program indicators should be a mix of those that measure process, or what is being done in the program, and those that measure outcomes.
3. **Define data collection methods and timeline.** After creating monitoring indicators, decide on methods for gathering data and how often various data will be recorded to track indicators.
4. **Identify MEL roles and responsibilities.** Decide from the early planning stages who is responsible for collecting the data for each indicator.
5. **Create an analysis plan.** Once all of the data have been collected, someone will need to compile and analyze it to fill in a results table for internal review and external reporting.
6. **Plan for dissemination.** The last element of the MEL plan describes how and to whom data will be disseminated. Data for data's sake should not be the ultimate goal of MEL efforts. Data should always be collected for particular purposes.

PHASE 3: APPLY

Monitoring, Evaluation, and Learning Template

Program Name
<p>Program's Goals and Objectives <i>What problem is the program trying to solve? What steps are being taken to solve that problem? How will program staff know when the program has been successful in solving the problem?</i></p> <hr/>

1. Indicators: Define indicators for tracking progress towards achieving those goals.	
<p>Progress Indicators: <i>Track the progress of the program.</i></p>	<p>Outcome Indicators: <i>Track how successful program activities have been at achieving program objectives.</i></p>

2. Data Collection Methods and Timeline: Define methods for gathering data and how often various data will be recorded to track indicators.		
Data Collection Methods: <i>How data will be collected.</i>		
Information to Be Collected	Data Source(s)	
TIMELINE: <i>How often data will be collected.</i>		
Indicator	Data Source(s)	Timing

PHASE 3: APPLY

How to Develop an MEL Plan

3. MEL Roles and Responsibilities: *Who is responsible for collecting the data for each indicator.*

Indicator	Data Source(s)	Timing	Data Manager/Responsible

Analysis Plan Description

Area for describing the analysis plan.

Reporting Templates Links

Area for providing links to reporting templates.

Plan for Dissemination and Reporting: *How and to whom data will be disseminated.*

*How will MEL data be used to inform staff and stakeholders about the success and progress of the program?
 How will it be used to help staff make modifications and course corrections, as necessary?
 How will the data be used to move the field forward and make program practices more effective?*

Area for detailing the dissemination and reporting plan.

Citations

Johns Hopkins Center for Communication Programs. (n.d.). *How to Develop a Monitoring and Evaluation Plan*. The Compass for SBC. <https://thecompassforsbc.org/how-to-guide/how-develop-monitoring-and-evaluation-plan>