

## IMPLEMENTATION TOOL 4: MONITORING IMPLEMENTATION

### MONITORING IMPLEMENTATION<sup>1</sup>

#### *Key Questions While Monitoring and Evaluating Status of Implementation of the Plan*

1. Are goals and objectives being achieved or not? If they are, then acknowledge, reward and communicate the progress. If not, then consider the following questions.
2. Will the goals be achieved according to the timelines specified in the plan? If not, then why?
3. Should the deadlines for completion be changed (be careful about making these changes -- know why efforts are behind schedule before times are changed)?
4. Do personnel have adequate resources (money, equipment, facilities, training, etc.) to achieve the goals?
5. Are the goals and objectives still realistic?
6. Should priorities be changed to put more focus on achieving the goals?
7. Should the goals be changed (be careful about making these changes -- know why efforts are not achieving the goals before changing the goals)?
8. What can be learned from our monitoring and evaluation in order to improve future planning activities and also to improve future monitoring and evaluation efforts?

For more information:

McNamara, Carter. (n.d.) *Basics of monitoring, evaluating and deviating from the strategic plan*. Retrieved from Free Management Library:

<http://managementhelp.org/strategicplanning/implementing-plan.htm>

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<sup>1</sup> Implementation tool borrowed directly from <http://managementhelp.org/strategicplanning/implementing-plan.htm>