

Worksheet to help you develop an ICT system to support your monitoring and evaluation

<input type="checkbox"/>	<p>Define the problem/need Identify the need for this development and how you hope it will improve your monitoring and evaluation.</p>	<p>Write your notes here.</p>
<input type="checkbox"/>	<p>Ensure you have support Have you got support from your senior management and trustees? Has the organisation committed time and resources?</p>	
<input type="checkbox"/>	<p>Check awareness Do all staff and volunteers know about this project? Do people care? You may need to 'sell' the project to others.</p>	
<input type="checkbox"/>	<p>Set up a project team Try not to do this on your own – it's better to involve a team of people with different skills and experience.</p>	
<input type="checkbox"/>	<p>Plan and timetable The project team needs to develop an overall plan and timetable to ensure your work does not lose momentum.</p>	
<input type="checkbox"/>	<p>Assess and clarify your needs Review your current situation and think about what you want your new system to do.</p>	
<input type="checkbox"/>	<p>Work out your specific requirements Write down exactly what you want your system to do.</p>	
<input type="checkbox"/>	<p>Consider interim solutions During the process of developing your system, find a way of managing the data you are collecting to monitor your work so that you don't lose it.</p>	
<input type="checkbox"/>	<p>Research systems Talk to others and find out what current developments are underway.</p>	
<input type="checkbox"/>	<p>Match against your requirements Decide which solution provides the best match with your needs.</p>	
<input type="checkbox"/>	<p>Cost, budget and, if needed, fundraise You may need to raise extra money.</p>	

Worksheet to help you develop an ICT system to support your monitoring and evaluation *Continued*

<input type="checkbox"/>	Implement						
<input type="checkbox"/>	Improve your existing system	<input type="checkbox"/>	Develop something new in-house	<input type="checkbox"/>	Buy an off-the-shelf system	<input type="checkbox"/>	Commission someone to develop something for you
<input type="checkbox"/>	Test Pilot your new system to see how well it works.						
<input type="checkbox"/>	Transfer your existing data Having tested your system, you need to prepare and move your existing data into the new system (unless you are developing what you already have).						
<input type="checkbox"/>	Train and support users Make sure you train people to use the new system and provide lots of support in the early days.						
<input type="checkbox"/>	Review and adjust Seek feedback from the users and make any changes necessary.						
<input type="checkbox"/>	Sign off but don't neglect Once the system is up and running, you may think you can leave it to work on its own. Don't forget to review regularly how well it is working.						