

PROAct Newsletter

Issue 5 Date 13/05/14

Professional development & Actions in Civil Society)

Recent developments

Finances!

During our most recent session, we were joined by Dave who provided us with an ice-breaker and a very informative presentation on financing and budgets and the processes behind keeping track of them. According to Dave the trick is take a day off to go through your bank statements/ finance records etc.. and make sure that everything is running smoothly. Doing this repetitively is good practice and helps you understand where money is going and what use it is being put to, so that you can create a cash flow. Dave provided several hand-outs and the attendees were told to create a cash flow chart, using fixed and variable costs, fixed costs being something that isn't going to change over a long period of time, and variable costs being payments that are subject to change in the short term.



THE NATURE OF MONITORING AND EVALUATION

What is Monitoring?

Monitoring is the regular observation and recording of activities taking place in a project or programme. It is a process of routinely gathering information on all aspects of the project.

To monitor is to check on how project activities are progressing. It is observation; – systematic and purposeful observation.

Monitoring also involves giving feedback about the progress of the project to the donors, implementers and beneficiaries of the project. Cont...



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Reporting enables the gathered information to be used in making decisions for improving project performance.

Purpose of Monitoring:

Monitoring is very important in project planning and implementation.

It is like watching where you are going while riding a bicycle; you can adjust as you go along and ensure that you are on the right track.

Monitoring provides information that will be useful in:

- Analysing the situation in the community and its project;
- Determining whether the inputs in the project are well utilized;
- Identifying problems facing the community or project and finding solutions;
- Ensuring all activities are carried out properly by the right people and in time;
- Using lessons from one project experience on to another; and
- Determining whether the way the project was planned is the most appropriate way of solving the problem at hand.



Dates of upcoming PRO-Act sessions:

Tuesday 20th May

Tuesday 27th May

Upcoming Details:

20th May : Action Plan & Presentation (*plus an additional 'working lunch' looking at bid writing, will need to 'recruit' for this session; 12.45pm to 2.15pm*)

27th May: Full Course Evaluation

