

Checklist on MONITORING

	Yes	No	Remarks
Have the original plans been followed?			
Are the kind and form of the project products determined properly and precisely?			
Are the means of communication used appropriate and efficient?			
Do the students complete the tasks set for them ?			
Are different skills developed ?			
Has there been an increase in students and teachers 's skills in foreign language?			
Is there a greater awareness of different cultures?			
Does the project have an impact on the curriculum?			
Are parents /representatives of local community/other educational establishments involved in the process of the partnerssip?			
Are the deadlines kept?			
Have the decisions made together been followed and kept by each party?			

Monitoring is a part of evaluation that begins as soon as the project does. Monitoring is effectively a mini-evaluation that is carried out regularly to make sure the project is on track. It, too, can cover output, performance and impact, although it generally (especially in a short project) will focus

on output and performance. Often monitoring is done by a team of people led by the project coordinator, whose responsibility it is to see that the project progresses smoothly. The partners should ideally be involved also, as should representatives of the beneficiaries and target groups. The **important thing about monitoring is that it should raise alarms when things are not going well, or when plans need to be changed or indeed** when new possibilities arise that were not foreseen. It is much better to modify a project that needs review than to carry on regardless and hope for the best.