



Monitoring & Performance Table

For setting up efficient indicators & monitoring systems to measure performance

WHAT IS NEEDED?

Time: 1-2 hours

Participants: group of 6-8 people

Material support: Blank version of the monitoring & performance table (see *overleaf*) + sticky notes + pens

An Implementation Plan aims at translating urban strategies into concrete operations.

Filling in a Monitoring & Performance table is necessary to monitor the implementation plan and to evaluate and improve its performance.

HOW TO USE IT?

Step 1 Individually: Each participant write his/her ideas on the sticky notes.

Step 2 In pairs: Discuss the Monitoring & Performance table questions.

Step 3 In group: Converge and consolidate the ideas and fill in the table.

> Sub-questions in the monitoring & performance table are intended to structure thinking & discussion. It is not required to give separate sets of answers per sub-question.

> Work "horizontally" when filling in the table.

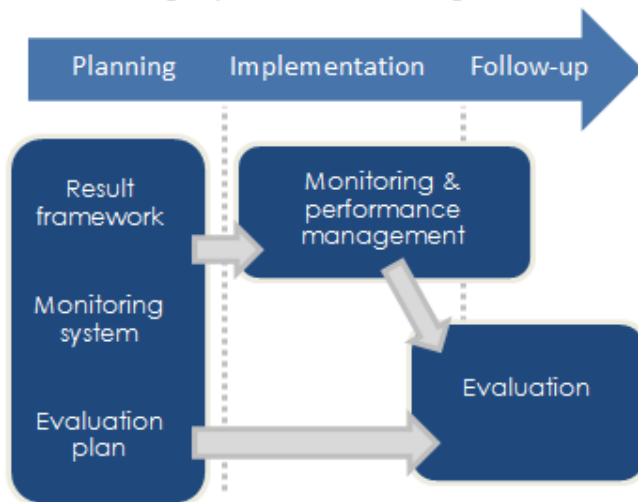
WHAT FOR?

> **Monitoring:** To systematically collect data about the implementation of an action plan.

> **Performance management:** To use performance monitoring information to improve the action plan implementation.

> **Evaluation:** To run an independent analysis of performance and achievements of the action plan.

Monitoring & performance management



> Download the **Coherence Checklist** for carrying out a self-assessment of your implementation plan.



Monitoring and performance management – working table

PURPOSE – What are your drivers for monitoring? (e.g. track and steer implementation, accountability, communication, engagement)

INFORMATION – What information do you need? (e.g. indicator value, prognosis, feedback)

ACTORS – Who need to be involved and in what role? (provide info, collect data, manage)

ACTIVITIES – What activities should you do? (collect data, analysis, governance, management)

OBSTACLES & SOLUTIONS – What are potential barriers to effective monitoring and performance management? How could you tackle them?