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

Monitoring & performance management

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.

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.

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

How to use it?

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

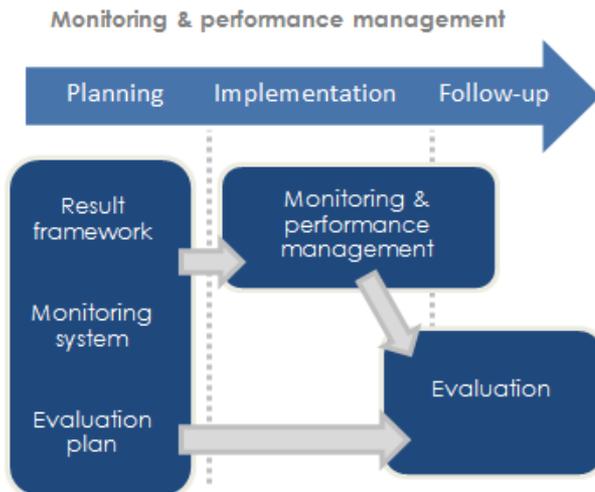**Step 2** **In pairs:** Discuss the Monitoring & Performance table questions.

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.

Monitoring & Performance table

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. indictor value, prognoses, 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, managemt)

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