

Project Monitoring trip scenario

You are assigned as the project manager and planning to conduct the field monitoring to check the quality of the learning forum conducted by CCC on 21st June 2019 at Diakonia Center.

Below is the summary of the M&E Learning forum:

I. Objectives of the M&E Learning Forum

- To review the outcome and impact of the last M&E learning forum
- To have better understand on the process of project monitoring including data collection, data analysis
- To get more knowledge of how to write monitoring report
- To create a learning and sharing environment and build a stronger network each other

II. Expected outputs

- The participants will have idea to strengthen the monitoring system by integrating techniques and tools from the learning forum
- The participants will use the tips to improve the monitoring report writing in its organization
- Practitioner participants will have more chance to learn, share and strong more relationship

III. Target Participants

This M&E learning forum is offered to a maximum of 100 participants from organizations who are **M&E practitioners and Program/Project Manager**. Each participant should be assigned by the senior management of their organization and committed to apply what has been learned from the forum to its organization.

- There are 2 available seats per NGO who are CCC members (free of charge)
- Participants from non-CCC members are welcomed with fee charge US\$ 50.00 per person

Your Tasks:

1. Drafting the SoW for the project monitoring trip based on the design scenario provided using the template provided (15 mins)
2. Review your meeting monitoring checklist in the morning session and completed the checklist. (15 mins)
3. Then updating the result in the Project Monitoring Trip Report template provided (15 mins)