

A20. Who's got the M&E hat?

Module 6.2 - Monitoring and evaluation

Fill in the table below with the key people on your project team. Think about what Monitoring and Evaluation (M&E) tasks they can take on, and what help they might need.

Consider who is best suited to:

- Collect participant data
- Track attendance or activity sessions
- Record feedback from participants
- Manage data entry or basic analysis
- Report on progress

| Name | Roles in our organisation | M&E responsibilities for the AAIC project | Training and support needed |
|-----------|---------------------------|---|---|
| E.g. Jodi | Program Coordinator | Tracks attendance, collects feedback | Short form and basic training on feedback recording |
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Reflect:

1. Do you have enough people to do the M&E work?

☐ Yes ☐ No ☐ Not sure

2. What small changes could help your team manage this better? (e.g. weekly check-ins, shared folders, printed forms)

3. Who else could support your project's M&E tasks? (e.g. volunteers, council, partner orgs)
