
Activity Check List

1) Planning:

- a) Do you know how much available budget you have?
- b) Is your budget developed prioritizing project cost norms; pro-poor and cost efficient?
- c) Have you involved relevant partners in the planning?
- d) Have you checked with fellow staff about their plans to see if links can be made and activities can be coordinated (time; logistics; funds; skills & knowledge exchange etc.)
- e) Does your plan include participation from men; women; ethnic poorer households; elders etc...
- f) Was the activity planned in accordance with objectives. If not - why?
- g) Will the steps you are taking help to achieve & track results. If not - why?
- h) Did you plan for enough time; develop appropriate tools; collect relevant materials; use locally suitable resources & inputs?
- i) Have you applied lessons learnt from previous activity implementation (your own or fellow staff)?
- j) Have you considered ways to make the activity participatory, pro-poor and sustainable (socially, economically and environmentally)?

2) Monitoring & Evaluation:

- a) Do you have an activity monitoring & evaluation plan to help report on indicators?
- b) Have you developed appropriate M&E tools? What role can fellow staff & community facilitators play?
- c) Have you explained your monitoring & evaluation plan to target participants and implementing partners?

3) Reporting:

- a) Did you include both quantitative and qualitative information?
- b) Did you critically review and analyse the results comparing objectives to inputs; results & indicators (do they add up; does it make sense?)
- c) What have you learned from the target participants (Did they implement; if not – why? Was the activity appropriate; was the approach appropriate; what recommendations do they have Etc...)?
- d) What have you learned from the implementing partners (Was the activity appropriate; was the approach appropriate; what recommendations do they have Etc...)?
- e) Are additional complimentary follow up activities required?
- f) If you were to do the activity again, what would you do differently and why?
- g) Was your budget plan appropriate? If not – why?